



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN

SOP #6

Unit 5072 APO AP 96328-5072

PACIFIC

December 23, 2004

MEMORANDUM FOR ALL PRINCIPALS

SUBJECT: Authority to Request Ground Transportation Support

This Standard Operating Procedure (SOP) provides information on the proper guidance and procedures that must be used in requesting a government vehicle from an installation.

1. Vehicle request may only come from the Japan district office.
2. Use of available government transportation via school vans or base shuttle should be your first option. If government transportation is not available, then use the most economical commercial mode of travel.
3. The Japan district office will request transportation for workshops from the base installations sponsored by the Japan district office, Pacific Director's office, or HQ that are located at individual bases or The New Sanno.
4. School secretaries that need transportation for workshops must electronically submit the transportation request, copy of order(s) along with a copy of the flight itinerary if applicable via email to the Japan GTR Outlook address.
5. A memorandum has been issued to all base vehicle operations offices explaining this new procedure.

This letter supersedes all previous letters, same subject.

//original signed//

Bruce Derr

Superintendent, Japan