

General Vehicle Rental Guidelines

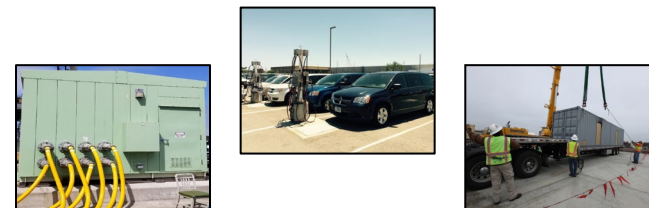
- In order to adequately support each requirement, we request submissions be provided with at least 72 hours advance notice from when vehicle(s) are needed
- Emergency requests (within 72 hours) will be accepted but vehicles cannot be guaranteed
- Please utilize only the appropriate distribution list for submission of request forms
- If following up on a request via email, please include command name and quantity/type of vehicle requested in subject line to expedite response time
- For customer-funded rentals (non-CNIC funded), all vehicle request(s) require a General Ledger number (28-Character GL #) that has been approved/assigned by the comptroller for your command. This GL # must be present, correctly identified, and must have a positive funds for any or all requested support.
- **DO NOT REMOVE** seats from any van or modify any vehicles in any other manner
- Only Regular gasoline should be utilized when refueling vehicles
- Contractors are not allowed to be issued or authorized to drive any C-Pool rental
- The NAVFAC P-300 is the governing guidance for management of government-owned assets (to include rental vehicles if government-funded). Please refer to this document for guidance on processes such as accidents, damage, and other rental procedures.

C-Pool Dispatch Points of Contact

- **San Diego/Point Loma:** 619-556-7605/06/10;
navfac_sw_nbsd_transportation@us.navy.mil
- **Coronado:** 619-545-8428/25;
navfac_sw_coronado_transportation@us.navy.mil
- **Fallon BOSC:** 775-426-2792;
dispatch@chugachgov.com
- **El Centro BOSC:** 760-604-1165;
kimberly.badajos@kinggeorge.us
- **Lemoore:** 559-998-4183;
june.a.rodriguez.civ@us.navy.mil
- **Ventura County:**

Point Mugu: 805-989-8200;
joseph.m.cardenas8.civ@us.navy.mil

Port Hueneme: 805-982-4561;
kyla.p.briscoe.civ@us.navy.mil
- **China Lake BOSC:** 760-939-3774;
cpool@jjwws.com
- **Seal Beach:** 562-626-7498;
calvin.f.leclair.civ@us.navy.mil
- **Monterey:** 831-656-2526;
navfac-sw-monterey-service-desk@us.navy.mil
- **NAVFAC Vehicle Accident Distro:**
navfac_sw_transportation_accidents@us.navy.mil



C-Pool Rental Procedure



***NOTE:** These procedures apply to C-Pool motor vehicle rentals **ONLY**. For assistance with all other rentals, to include buses, stake trucks, long-term rentals, or any other rental request, please contact the motor pool dispatch team or your installation Fleet Manager at one of the email address listed on this pamphlet.

Step 1: Download the Vehicle Request Form located on the Public Works TR Sharepoint site. Form can be accessed by either the provided QR code or link below.



<https://pacific.navfac.navy.mil/Facilities-Engineering-Commands/NAVFAC-Southwest/Our-Services/Public-Works/Transportation/Vehicle-Request-Form/>

Step 2: Fill Out Vehicle Request Form.



VEHICLE SHORT-TERM RENTAL			
NAVFAC TRANSPORTATION VEHICLE REQUEST FORM			
<small>Submit all request services (72) hours prior to desired time. Please contact Dispatch the day prior after 1300. ALL REQUESTS WILL BE CANCELED IF NOT PICKED UP BY END OF DAY REQUESTED WITHOUT NOTIFICATION.</small>			
<small>Toll Roads are not Authorized for Government Vehicles the requestor is responsible to pay for any violations.</small>			
<small>Any request over 100-mile radius must have a letter on Command Letterhead.</small>			
<small>NAVFAC policy is to provide government owned vehicles when available NOT TO EXCEED 90 days. If no government vehicle is available then commercial vehicles may be requested NOT TO EXCEED 90 days with command funding.</small>			
<small>All accident documents are emailed to: The base e mails listed above AND navfac_sw_transportation_accidents@us.navy.mil</small>			
NAVFAC DISPATCH ONLY			
<small>DATE REQUEST WAS RECIEVED:</small>			
<small>Contact the appropriate Dispatch Office with all breakdowns or maintenance issues during working hours of (0600 - 1530 M-F) DO NOT DO MAINTENANCE YOURSELF!</small>			
TO BE FILLED OUT BY REQUESTER			
Command	Point of Contact	Telephone Number	
E MAIL- CNIC / REIM	Date	Pick up Time	
UIC	Start Date:	Start Time:	End Time:
TYPE OF RENTAL: GOVERNMENT U-DRIVE <input type="radio"/> COMMERCIAL <input type="radio"/>			
LOCAL <input type="radio"/> OUT OF TOWN <input type="radio"/> DESTINATION:			
Quantity	Type (sedan, van, p/u, 1 or 2 Ton stake truck)	Quantity	Type (sedan, van, p/u, 1 or 2 Ton stake truck)
<small>ALL STAKEBED RENTALS WILL BE A MAX OF 3 DAY RENTAL AND MAX OF 2 RENEWALS DUE TO USAGE REQUIREMENTS</small>			
<small>NO PASSENGER VAN ISSUED WILL BE USED TO HAUL CARGO DO NOT REMOVE ANY SEATS OR SEAT PINS THESE ARE SAFETY DEVICES / PLEASE FUEL WITH REGULAR FUEL ONLY!!!!</small>			
<small>Additional info/ Reason for Rental (justification is needed for any vehicle rental above and beyond the allocated vehicles as well as commercial vehicles)</small>			
<small>Authorized By / Print : Signature: Date:</small>			
<small>REV 11-12-25</small>			

Step 3: Sign and email form to the appropriate dispatch email address listed in this pamphlet.

*Note: For all requests for Naval Base Point Loma, utilize the NBSD email distro for submission

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Sign as Requesting Party