



## Request for Vehicle Services

NAMRIA employees can request official vehicle use through the NAMRIA Vehicle Management System (NVMS). The NVMS is a 24/7 web-based information system developed internally to serve the transportation needs of NAMRIA employees. This service is a one-step transaction that would only require the employee to lodge the request. There are no disapproved requests as long as vehicles are available on the service date.

<b>OFFICE OR DIVISION</b>	Engineering Services Division (ESD) – Support Services Branch (SSB)			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2G - Government to Government			
<b>WHO MAY AVAIL</b>	All employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Not Applicable		Not Applicable		
<b>CLIENT STEPS</b>	<b>DELIVERY UNIT ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit authorized request  <i>Note: Waiting time is pre-arranged by the requesting client.</i>	1.1 Receive authorized request	None	5 minutes	<i>Receiving Personnel</i> Transport Management Section (TMS)
	1.2 Approve request	None	1 day	<i>Approving Officer</i> TMS
	1.3 Confirm request approval with client	None	5 minutes	<i>Processing Personnel</i> TMS
2. Use vehicle service	1.1 Drive to pick-up point	None	15 minutes	<i>Vehicle Driver</i> TMS
<b>TOTAL</b>			1 day, 25 minutes	