



39 LRS OFFICIAL TRAVEL REQUEST WORKSHEET



All official travel will be coordinated from the requester to the traveler's Supervisor/First Sergeant **96 HOURS PRIOR** to travel date. Once this document is complete, the Supervisor/First Sergeant will review this compared to the requesters Flight Itinerary for any errors. The Supervisor/First Sergeant will then submit the request by consolidating the Official Travel Request Worksheet and Flight Itinerary into one PDF file and email it non-encrypted to this Org box: (39LRS.LGRV@us.af.mil). The Supervisor/First Sergeant will CC the requester, Flight Chief, and CSS Org Box when sending the request. Once received, 39 LRS/LGRV will process the request. Please be aware, forms will be returned if all required information is not filled out properly. **NOTE: Please use the drop down boxes in the "Date" and "Arrival/Departure" boxes.**

Example:

Date	Arrival/Departure	Pick-Up	Drop Off	Rank, Last, First	Unit	Flight#/ Time	Cell Phone #
1 Jan 22	Departure	Bldg Number	Adana Airport	MSgt Public, John, Q	12 VSS	TK XXXX @ 2015	+90 (549) 821 XX XX

Traveler(s) Arrival/Departure Information:

Date	Arrival/Departure	Pick-Up	Drop Off	Rank, Last, First	Unit	Flight #/ Time	Cell Phone #

Supervisor's/Flight Chief's Information:

Rank/Grade	Last, First	Unit	After Hours #	DSN #

First Sergeant & Additional Duty First Sergeant Information:

Rank/Grade	Last, First	Unit	Cell Phone #	DSN #

Commander Support Staff (CSS) Org Box & DSN:

For any questions/concerns, contact 39 LRS at DSN 676-6756/7772, by e-mail at 39LRS.LGRV@us.af.mil.

Additional Information:

Once your request has been submitted with your travel itinerary and 39 LRS Travel Request Worksheet, in a non-encrypted email to be processed, you will receive your **OFFICIAL CONFIRMATION** via email. **Please do not contact LRS to confirm the email confirmation; contact your Supervisor/First Sergeant.**

Ensure you review your travel confirmation for accuracy and contact LRS immediately if there needs to be a correction. Please see below for vehicle descriptions, phone numbers, and directions.

The LRS driver will arrive in a **White Fusion/SUV or Transit van**. They are Turkish nationals. They should have their ID card hanging from their clothing and wearing a shirt and/or jacket with a KBR logo (please see picture above). Please be outside awaiting their arrival on the International side of Adana Airport. If you arrive at the Domestic side, please walk over to the International side. If the LRS driver is not at the pickup point by **10 minutes** AFTER the pickup time, call DSN 676-6756 or Commercial +90 (322) 316 67 56. **NOTE: 39 LRS operational hours are 24 hours.**



Important Contact Numbers:

DSN/Commercial

International SOS Number	004-4208-762-8133
ABW AT/FP	676-6657/009-0322-316-6657 39
LRS Shop Cell Phone	+90 549 821 44 26/27/28
AFOSI	676-3937/009-0322-316-3937
Command Post	676-9920/0322-316-9920
Adana Consulate	0322-346-6262
Izmir Consulate	0232-464-8755
Istanbul Consulate	0212-335-9000

Attachment 1: LRS Airport Pickup Locations

