

DoD Bus Program | Arranging a Move

A Checklist for Transportation Officers

November 2021

This checklist outlines complete details needed prior to submitting a Request for Service in GOPAX. *Funding should be approved prior to submission of a GOPAX request.

1. Identify the group (e.g. Unit, Recruits, National Guard):	
2. Type of travel (e.g. Temp Duty, Training):	
3. Date transportation is needed:	
4. Number of persons traveling:	
5. Origin of travel (specific address of pickup location):	
6. Destination of travel (specific address of drop-off location):	
7. Specific dates/times for one-way or round-trip travel (ensure enough time is set aside for loading/unloading passengers and equipment/baggage):	
8. Meals/rest stop requirements:	
9. Expected time of arrival at destination:	
10. Capacity of motor coach equipment required, if necessary (e.g. 35/47/56 seating bus):	
11. Estimated number of personal baggage(s):	
12. Estimated weights of personal baggage(s):	
13. Estimated number, weight & cube dimensions of the largest articles & brief description of military impedimenta (ammo & hazardous materials must be indicated separately and identified as small arms, etc.)	
14. Baggage truck requirements (yes/no and how many):	
15. Special passenger equipment or special accommodations for patients & attendants or prisoners & guards (serial number of government-owned equipment must be included):	
16. Name and address: Email and duty station: Emergency phone/contact numbers (mobile/home) for the TO and responsible group leader:	
17. Form of payment (CBA card):	