



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.

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