

LOGISTICS SUPPORT REQUEST

MISSION #: An alpha numeric number generated by the submitting agency. It can be Agency name/Initials 001 then 002, etc as more LSR are submitted.

Date of Request:	The date the LSR is submitted to the LMCC.
Mission Date:	Completed by the LMCC (Mission Execution Date). Submitting Agency can specify desired date for will call missions or priority missions (as approved by PCO Logistics)
Contract Number:	Contract number the cargo was ordered against.
Shipment Order:	Shipment order number as assigned by the Exceed Program (PWC Software).
Will Call Pick Up (yes/no):	Yes (requesting Agency will pick up cargo) No (Delivery requested)

REQUESTING POC:

Name:	Full name of person submitting the LSR
Rank:	Military Rank, Civilian Rank or Title
Phone / E-Mail:	Complete phone number and email address of person submitting the LSR

MISSION LOCATION DATA INCLUDING FULL GRID REFERENCES:

Departure Location:	Cargo pick up location
Departure Time:	Requested cargo departure time
Location Destination:	City/Camp Name and organization of cargo destination
Location Grid Coordinate:	Complete military grid coordinates of cargo delivery location (8 digits minimum required)

VERIFIABLE RECEIVING POC:

Primary POC Name:	Full name of person receiving the cargo
Rank:	Military Rank, Civilian Rank or Title
Phone / E-Mail:	Complete phone number and e-mail address of person receiving the cargo
Secondary POC Name:	Full name of person receiving the cargo
Rank:	Military Rank, Civilian Rank or Title
Phone / E-Mail:	Complete phone number and e-mail address of person receiving the cargo
Receiving Unit:	Unit or Organization receiving the cargo
MHE Available (Yes/No):	Is material handling equipment available to download the cargo at the receiving destination?

SPECIAL INSTRUCTIONS:

Specific information outside of Mission information and Warehouse instructions. Example is identification requirements to enter the delivery location

MISSION INFORMATION:

Special instructions pertaining to the execution of the mission. Examples are specific route information to reach the delivery location, Specific entry points to enter the delivery location (8 digit Grid) and Link up locations for POC's/Convoys.

GENERAL CARGO DESCRIPTION (LIST CARGO AND SKU NUMBER):

Complete cargo information including SKU reference number, cargo description and quantities

WAREHOUSE INSTRUCTIONS:

Special instruction/requests to the warehouse pertaining to load preparation, vehicle size restrictions at delivery location or MHE support

Transit From Warehouse (PCO, CMATT, CPATT, BPA, OTHER):	Identify Warehouse
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SECURITY REQUIRED (Private or Military):

Category of the security team escorting the convoy

60 Hours Prior Notice Required.

LSR Cut off point is at 1600 hrs Daily.

**Example: Submit LSR by 1600 hrs Thursday 19 August,
Mission Execution; No earlier than Sunday 22 August.**

10 Vehicle Limit for Convoys

To be sent to pcolmcc@pco-iraq.net