



405th Army Field Support Brigade Logistic Readiness Center, Vicenza Transportation Motor Pool

Instruction of how to fill out the TMP request form

TO BE COMPLETED BY THE REQUESTOR:

"The requestor is responsible for returning a clean and refueled vehicle to TMP

❖ Section 1:

- requester name,
- Job title,
- Organization/section,
- type of vehicle will be requested (select from pull down menu' the type of vehicle)

❖ Section 2:

- pick up "date" & "time" ; if the vehicle is needed on Saturday/Sunday the pickup date is Friday.
- Please note, general dispatch vehicles are vehicles available to support ALL Vicenza Community. NTV requests are valid for ONE vehicle only and not to exceed 7/9 days. If the vehicle is required for more than 7/9 days an additional request must be provided.

❖ Section 3:

- return on "date" & "time"

❖ Section 4:

- Origin where the vehicle is required (only for - large vehicles and driver request)

❖ Section 5:

- Destination, location, installation)

❖ Section 6 TMP driver:

- a: a mark to indicate a TMP driver is not required.
- b: a mark to indicate a TMP driver is required, fields "c", "d" & "e" must be completed **with a signature of unit resource management for funding approval of overtime (Saturday/Sunday, Holidays and MON-FRI before 0800 or after 1700)**

Request for TMP Forklift: POC has to provide a ground guide to escort MHE from/to TMP yard.

❖ Section 7:

- POC for the request completed with DSN and Cell number:



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TO BE COMPLETED BY THE REQUESTER:

❖ Section 8 Justification:

- Include all pertinent information for the vehicle which will allow TMP to prioritize this request.

Section 8a General purpose of request:

- TDY
- Training or long distance more than 50 km,
- Local are within 50 km daily.

TO BE COMPLETED BY UNIT TRANSPORTATION COORDINATOR:

❖ Section 9: Authorization:

- to be completed and signed by Unit Transportation Coordinator (UTC) appointed by Unit Commander in accordance with AE58-1

The Unit Transportation Coordinator (UTC) signing this request certifies that this request is either for official use IAW AR & AER 58-1 or the appropriate clarification has been requested from staff judge advocate (SJA) and the required approval will be provided to TMP NLT 24 hours prior to the pick up date.

To send the request to TMP:

To TMP distribution list usarmy.vicenza.imcom-europe.list.usag-vicenza-tmp@mail.mil or just click on top button "EMAIL FORM"

Once TMP will receive the request it will be processed by TMP personnel NLT 24 hours, TMP will reply to the requester and UTC as cc line if vehicle will be available or not as date was requested:

- if available:
 - "approved" and "available" blocks will be marked and the Admin number for the vehicle reserved will be annotated, make sure that your driver has a copy of the request approved when will be at TMP to get the vehicle.
- if not available:
 - "disapproved" and "not available" blocks will be marked and unit can use the disapproved request as a letter of non-availability to show unit commander to have his/her permission to obtain a commercial rental vehicle at your units expense.