

LRC ITALY (VICENZA) REQUEST FOR MOTOR VEHICLE TRANSPORTATION

On TMP Website you will find useful information:

<https://www.afsbeurope.army.mil/About-Us/Logistics-Readiness-Centers/LRC-Italy/Motor-Pool/>

1. TO BE COMPLETED BY REQUESTOR		Attn: LRC Vicenza Transportation Motor Pool
Requestor Name		Hours: MON-FRI 0800-1600 (closed for lunch 1130-1300)
Job Title		Dispatch DSN: 646-2412/2416 Comm. 0444-712412/2416
Organization/Section		Operation DSN: 646-2411/2416 Comm 0444-712411/2416
DSN Number		LRC Vicenza TMP distro list: usarmy.usag-italy.id-europe.list.usag-vicenza-tmp@army.mil

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

2. TYPE OF VEHICLE	3. NUMBER OF PAX
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4. CARGO SIZE IS MANDATORY WHEN REQUESTING SUPPORT FOR TMP DRIVERS FOR A TRUCK TRACTOR/40FT SEMI-TRAILER/FORKLIFT

a. Type	b. Weight (lbs.)	c. Measurement (length / width / height)
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5. DEPARTURE DATE AND TIME	6. RETURN DATE AND TIME
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a. Date	b. Time (HH:MM)	a. Date	b. Time (HH:MM)
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7. ORIGIN (INSTALLATION, BLDG. #)	8. DESTINATION (LOCATION, INSTALLATION, BLDG#)
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9. TMP DRIVER (between 0800-1700 on free charges, if a TMP driver is required before 0800, after 1700, on Saturdays/Sundays/Holidays, overtime will be charged to the Unit)	
a. Required, report to (Time, Bldg. # and POC Name)	b. Not Required

NOTE WHEN REQUESTING A TMP FORKLIFT SUPPORT: POC HAS TO PROVIDE A GROUND GUIDE TO ESCORT MHE FROM/TO TMP YARD

10. RESPONSIBLE PERSON (RESPONSIBLE FOR MISSION)

a. Name and rank	b. DSN:
	c. Cell Number

11. JUSTIFICATION (BE SPECIFIC ABOUT PURPOSE, WHO, WHAT, AND WHY)

12. AUTHORIZATION: (to be completed and signed by Unit Transportation Coordinator appointed by Unit Commander in accordance of AE58-1)		
a. Name and Rank	b. Date	c. Signature

THE UNIT UNDERSTANDS THAT, BY SIGNING THIS FORM, THE REQUESTER HAS TO RETURN THE VEHICLE TO THE TMP OFFICE AT DATE/TIME THAT IS INDICATED ON BLOCK 6, TMP WILL STILL SUPPORT LIMITED "TDY" WITHIN THE PERMISSIBLE OPERATING DISTANCE (POD) OF 225 MILES (ONE WAY), TMP REQUEST OUTSIDE POD WILL BE DISAPPROVED, THE UNIT MAY USE THE DISAPPROVED REQUEST AS A LETTER OF NON-AVAILABILITY TO SHOW THE UNIT COMANDER TO HAVE THE PERMISSION TO OBTAIN A COMMERCIAL RENTAL VEHICLE AT YOUR UNIT EXPENSE

For Transportation Motor Pool Use Only

APPROVAL / DISAPPROVAL	GOVERNMENT VEHICLE IS	LRC ITALY TMP APPROVER NAME	DATE
Approved	Available		
Disapproved	Not Available		
Reason for disapproval (If applicable)		Signature	
Vehicle number	Driver	Overtime performed	

INSTRUCTION ON HOW TO FILL OUT THE TMP REQUEST FORM:

TO BE COMPLETED BY REQUESTOR:
 Section 1. REQUESTOR NAME, JOB TITLE, ORGANIZATION/SECTION, DSN NUMBER
 Section 2. TYPE OF VEHICLE (SELECT FROM PULL DOWN MENU THE TYPE OF VEHICLE)
 Section 3. NUMBER OF PAX (NOTE: MORE THAN 9 PAX, INCLUDING THE DRIVER, IS CONSIDERED A LARGE VEHICLE AND REQUIRES A BUS LICENSE ANNOTATED ON OF346)
 Section 4. CARGO SIZE (WHEN REQUESTING SUPPORT FROM TMP DRIVERS FOR A TRUCK TRACTOR W/SEMI-TRAILER 40FT)
 Section 5. DEPARTURE DATE AND TIME (IF THE VEHICLE IS NEEDED ON SATURDAY/SUNDAY THE PICKUP DATE IS FRIDAY)
 Section 6. RETURN DATE AND TIME (IF VEHICLE RETURN ON SATURDAY/SUNDAY, THE RETURN DATE IS THE FOLLOWS MONDAY)
 Section 7. ORIGIN (INSTALLATION, BLDG#)
 Section 8. DESTINATION (LOCATION, INSTALLATION, BLDG#)
 Section 9. TMP DRIVER (CHECK MARK TO INDICATE IF A TMP DRIVER IS NEEDED)
 Section 10. RESPONSIBLE PERSON (RESPONSIBLE MISSION) DSN & CELL NUMBER IS MANDATORY
 Section 11. JUSTIFICATION (Include all pertinent information for the vehicle which will allow TMP to prioritize this request)
 Section 12. 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 certify that this request is either for official use IAW AR 58-1 & 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 the pick up date. How to send the TMP request to TMP Office? Send the TMP request properly filled out to the TMP distribution list "usarmy.usag-italy.id-europe.list.usag-vicenza-tmp@army.mil" or just click on the button "SUBMIT EMAIL FORM". Once TMP will receive the request, it will be processed by TMP personnel NLT 24 hours, TMP will reply to the requestor (TO LINE) and appointed UTC's (CC LINE) if vehicle will be available or not in the date requested, If a vehicle will be "available" TMP request will be "approved" and will check mark "available" and the Admin number for the vehicle reserved will be annotated in the request, make sure that your driver has a copy of the request approved when will be at TMP to get the vehicle, If a vehicle is "not available" TMP request will be "disapproved" and will check mark "not available" 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.