

LRC ITALY REQUEST FOR MOTOR VEHICLE TRANSPORTATION FOR LESS THAN 24 HOURS

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 1200-1300)
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 distro list: usarmy.usag-italy.id-europe.list.usag-vicenza-tmp@mail.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 (WHEN REQUESTING SUPPORT FROM TMP DRIVERS FOR A TRUCK TRACTOR W/SEMI-TRAILER 40FT)		
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a. Type	b. Weight (lbs.)	c. Measurement (width / height)
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5. DEPARTURE DATE AND TIME		6. Return date and time	
a. Date	b. Time (HH:MM)	a. Date	b. Time (HH:MM)

7. ORIGIN (INSTALLATION, BLDG. #)	8. DESTINATION (LOCATION, INSTALLATION, BLD#)
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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)	
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a. Required, report to (Time, Bldg. # and POC Name)	b. Not Required
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NOTE WHEN REQUESTING A TMP FORKLIFT: 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)		
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a. Name and Rank	b. Date	c. Signature
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THE UNIT UNDERSTANDS THAT, BY SIGNING THIS FORM, THE REQUESTER WILL RETURN THE VEHICLE TO THE TMP WITHIN 24 HOURS, AND WILL NOT DRIVE THE VEHICLE BEYOND THE PERMISSIBLE OPERATING DISTANCE OF 225 MILES, ONE WAY. FAILURE TO FOLLOW THIS POLICY ESTABLISHED BY ARMY SUSTAINMENT COMMAND POLICY LETTER FOR NON-TACTICAL VEHICLE (NTV) AND NON-STANDARD EQUIPMENT(N-SE) DISPATCHING / UTILIZATION MANAGEMENT POLICY, PARAGRAPHS 5.K. & 5.F., WILL RESULT IN THE UNIT LOOSING DISPATCHING PRIVILEGES

For Transportation Motor Pool Use Only

APPROVAL	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 ABOVE 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
 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 & 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. 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 requestor and appointed UTC's on cc line if vehicle will be available or not as date was requested, if a Class C 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 Class C 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.