



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



Unit Transportation Coordinator responsibilities

Unit Transportation Coordinators (UTCs) are non-tactical vehicle managers within various units, activities located in USAG Vicenza. TMP utilizes UTC's as principle focal point of contact. All units/activities receiving transportation support from TMP must appoint a Primary and Alternate Unit Transportation Coordinator identified by unit Commander to serve as the liaison between the TMP and the using unit/activity. Transportation Coordinators should be of the grade SSG or above and have a working knowledge of all routine transportation requirements of their unit. They should familiarize themselves with TMP policies and procedures outlined in this SOP and disseminate necessary information to other unit personnel (i.e., commander, operators). The designation of transportation coordinators is an essential element in reviewing and validating requests for NTV support from Garrison assets. Commanders/Directors will ensure transportation coordinators have been designated within host and/or tenant activities to review, consolidate, and oversee requests for NTV support forwarded to central dispatch points.



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



Unit Transportation Coordinator responsibilities

Request for Recurring Dispatch Transportation Services	
Date <input type="text"/>	Part I - Unit Information Fiscal Year <input type="text"/>
Unit Command	<input type="text"/>
Unit/Organization Designation	<input type="text"/>
Office Symbol	<input type="text"/>
CMR or Unit Number	<input type="text"/>
APO AE	<input type="text"/>
Station of Origin	
Installation <input type="text"/>	Building Number <input type="text"/>
Unit Transportation Coordinator	
Primary Name (Last, First, M.I. Rank/Grade) <input type="text"/>	
Phone <input type="text"/>	FAX <input type="text"/>
E-mail address (if not listed under Army Global) <input type="text"/>	
Additional contact information (optional) <input type="text"/>	
Alternate Name (Last, First, M.I. Rank/Grade) <input type="text"/>	
Phone <input type="text"/>	FAX <input type="text"/>
E-mail address (if not listed under Army Global) <input type="text"/>	
Additional contact information (optional) <input type="text"/>	
Unit Mission	
Brief, unclassified mission statement: <input type="text"/>	
Total number of vehicle assignments requested/justifications attached: <input type="text"/>	
Official In Charge/Signature Block	
Name	<input type="text"/>
Title/Rank	<input type="text"/>
Signature	<input type="text"/>

Annual Justification for Recurring Dispatch Vehicle, "Justification part I" per Unit/Organization , Official in charge has to appoint primary and alternate UTC



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



Unit Transportation Coordinator responsibilities

Request for Recurring Dispatch Transportation Services	
Date <input style="width: 40px;" type="text"/>	Part II - Vehicle Justification
Fiscal Year <input style="width: 40px;" type="text"/>	
Registration number of assigned vehicle (leave blank for new requirement) <input style="width: 100%;" type="text"/>	
For IFMS vehicles use the G-Number (format G##-####) NOT the license plate of th <input style="width: 100%;" type="text"/>	
Recommended type of vehicle <input style="width: 100%;" type="text"/>	
Select the most economical type of vehicle which best suits your requirement. <input style="width: 100%;" type="text"/>	
Recommended special options <input style="width: 100%;" type="text"/>	
List special options required for mission fulfillment only. <input style="width: 100%;" type="text"/>	
Proposed use of vehicle <input style="width: 100%;" type="text"/>	
Destinations <input style="width: 100%;" type="text"/>	
Average number of hours <input style="width: 40px;" type="text"/> and km <input style="width: 40px;" type="text"/> vehicle will be operated per day	
Describe in detail what the vehicle will be used for, be specific. <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	
Remarks (What will be the impact, if this request is denied. How are you currently performing the mission?) <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	
UTC Signature appointed by Unit Official In Charge <input style="width: 100%;" type="text"/>	
Part III - Evaluation For Logistics Readiness Center use only	
Evaluation will be determined by average monthly utilization as results from previous quarters, 80% as standard for daily usage and monthly 1200 km driven for sedan/pax van/buses, 600km for truck panel/truck cargo/stake truck	
1st quarter percentage of working days used <input style="width: 30px;" type="text"/> %	<input style="width: 30px;" type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable
2nd quarter percentage of working days used <input style="width: 30px;" type="text"/> %	<input style="width: 30px;" type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable
3rd quarter percentage of working days used <input style="width: 30px;" type="text"/> %	<input style="width: 30px;" type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable
4rt quarter percentage of working days used <input style="width: 30px;" type="text"/> %	<input style="width: 30px;" type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable
approved <input type="checkbox"/> disapproved <input type="checkbox"/> will be converted in reimbursable basis <input type="checkbox"/> return to Class C <input type="checkbox"/>	
Comments <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	

Annual Justification for Recurring Dispatch Vehicle, “Justification part II” for each vehicle that Unit/Organization has on hand



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



Unit Transportation Coordinator responsibilities

UTC Responsibilities

- Serve as the unit POC for all NTV issues, including NTVs in recurring dispatch status and requests for NTVs from the general dispatch fleet.
- Attend required training on the duties, responsibilities, and procedures for sound fleet-management practices.
- Obtain and be familiar with the 405th AFSB TMP standing operating procedures (SOP). This SOP is available from the local TMP
- Create and maintain an in-house scheduling system to ensure customer NTV requirements are recorded and met
- Consolidate and coordinate NTV requirements to ensure the minimum number of NTVs are used to fulfill the unit's NTV requirements.
- Manage the unit fleet to ensure that assigned vehicles meet utilization standards and return underutilized or excess vehicles to the TMP.
- Provide guidance, assistance, and documentation to unit personnel when they are referred to the TMP for general dispatch support.
- Ensure all personnel using recurring dispatch vehicles are properly licensed, conduct preventive-maintenance checks, and are familiar with NTV use and documentation requirements.
- Ensure dispatch sheets are properly completed and that all NTV use (miles driven and days used) is documented.



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



Unit Transportation Coordinator responsibilities

UTC Responsibilities

- Conduct quarterly utilization reviews based on total unit transportation requirements for recurring dispatch vehicles, privately owned vehicle (POV) mileage, commercial bus and rail, and general dispatch NTV use.
- Serve as the TMP POC for the resolution and payment of fines for traffic violations and reimbursement for accidents incurred by unit NTV users.
- Serve as the TMP POC for requests for modification of assigned NTVs. Modification requests must meet Army garrison and TMP guidelines for permissible work. The requesting unit will pay for the original modification and the restoration of the vehicle to its original configuration and design.
- Comply with policy and instructions on reporting utilization data.
- Coordinate the timely delivery of assigned NTVs to maintenance vendors for service and repair as directed by the TMP. Local contractors will perform all maintenance, repairs, and warranty service on IFMS vehicles. The TMP will notify UTCs with instructions regarding the turn-in for routine maintenance and scheduled services. UTCs will coordinate the delivery of the NTV, pickup and delivery of the driver, and later retrieval of the NTV.
- Record maintenance downtime on the dispatch sheet and coordinate with the TMP to report when NTVs are placed in and returned from maintenance status. UTCs will inform the TMP of all maintenance issues with local contractors.



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



Unit Transportation Coordinator responsibilities

UTC Responsibilities

- Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident. The TMP will require enough information to coordinate vehicle recovery.
- Ensure that NTV drivers comply with procedures for obtaining diplomatic clearances and individual insurance prior to taking vehicles outside of the IFMS-approved operating AOR (Germany/Netherlands/Belgium/Italy).
- Ensure that FLIPL'S are initiated to document accident damage and or negligent use of NTV's