



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



MANDATORY UNIT TRANSPORTATION COORDINATORS (UTC) TRAINING SCHEDULED THE FIRST THURSDAY OF THE MONTH 0900-1100

**Provided by Transportation Motor
Pool Logistic Readiness Center**





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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.



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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.



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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.



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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