



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



LOGISTICS READINESS CENTER (LRC) VICENZA,
ITALY

WELCOME TO TRANSPORTATION MOTOR POOL OFFICE

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



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



405th AFSB LRC VICENZA

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 AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

OUTLINE

UNIT TRANSPORTATION COORDINATOR RESPONSABILITIES

SUPERVISOR RESPONSABILITIES

DRIVER RESPONSABILITIES & SENIOR OCCUPANT (SO) RESPONSABILITIES

AUTHORIZED USE OF NTV'S & PENALTIES FOR MISUSE

ELEMENT OF NTV MANAGEMENT

NTV AUTHORIZATIONS AND REQUESTS



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



ARMY IN EUROPE & VICENZA NTV UTILIZATION STANDARD

REIMBURSEMENT FOR AN ASSIGNED VEHICLE & REIMBURSEMENT FOR DAMAGE

NTV RE-DISPATCH STANDARDS

MODIFICATIONS TO NTV'S

IFMS RECOVERY SERVICE

DOCUMENTATION REQUIRED FOR CROSSING NON-NATO COUNTRY (AUSTRIA)

DOCUMENTATION REQUIRED FOR VEHICLE GOING OUTSIDE IFMS APPROVED
OPERATING AREA



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



WINTER TIRES REQUIREMENTS

VICENZA TMP REQUEST FORM & INSTRUCTION HOW TO FILL OUT IT

SAMPLE HOW TO FILL OUT DISPATCH FORM

SAMPLE HOW TO FILL OUT PMCS FORM for IFMS Vehicles SAMPLE HOW TO FILL OUT PMCS FORM and REMNANT Fleet Vehilcles (DAForm 2404)& HOW TO PERFORM PMCS

REFERENCES

FORM LETTERS & SAMPLES



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

UTC Responsibilities

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



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

UTC Responsibilities Continuation

9. Ensure dispatch sheets are properly completed and that all NTV use (KM driven and days used) is documented.
10. 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.
11. Serve as the TMP POC for the resolution and payment of fines for traffic violations and reimbursement for accidents incurred by unit NTV users.
12. 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.
13. Comply with policy and instructions on reporting utilization data.
14. 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.



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

UTC Responsibilities Continuation



15. 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.
17. Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident. The TMP will require enough information to coordinate vehicle recovery.
18. 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).
19. Ensure that FLIPL'S are initiated to document accident damage and or negligent use of NTV's





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Supervisor / Squad Leader Responsibilities

- Ensure personnel are trained, licensed and familiar with NTV's prior to operation
- If cargo is to be transported ensure that the driver has been trained correct loading techniques
- Review operator forms such as Trip Tickets and PMCS sheets for accuracy and completeness as required by the chain of command
- Ensure that the driver knows how to get to his destination and has proper maps, etc...
- Ensure NTV's are used for official purposes only.





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Drivers Responsibilities

- Operate vehicles or equipment in a safe and prudent manner
- Report all accidents to the MP Station, his or her supervisor the UTC and the TMP immediately
- Comply with all municipal, State, and military motor vehicle or equipment regulations, as required
- Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport
- Back vehicles and use ground guides according to the provisions of AR 385–55 and FM 21–305

Senior Occupant (SO) Responsibilities

- Ensure a driver who appears fatigue or physically, mentally, or emotionally impaired does not operate a vehicle
- Assist the driver in recognizing unsafe traffic situations and or unsafe mechanical conditions of the vehicle
- Assist the driver in backing or executing other difficult maneuvers
- Liability for accident damage and misuse is shared between SO and driver





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Authorized Use & Penalties for Misuse

- NTV use is highly regulated and if there is any doubt clarification should be requested from SJA
- Generally, use of a government NTV must be:
 1. Essential to the successful completion of the mission.
 2. Consistent with the purpose for which the vehicle was acquired.
- The unauthorized use of an NTV violates federal law and the Joint Ethics Regulation. Penalties for Misuse:
- Civilians shall be suspended from duty without compensation for a period not less than 1 month.
- Military personnel who willfully use or authorize the use of NTV's may be subject to the UCMJ.





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Element of NTV Management

- Appointment of Transportation Coordinators
- Assignment of NTV's
 - Class A Continuing assignments (no in Vicenza)
 - Class B Recurring dispatch
 - Class C Pooled Vehicles (General Dispatch Vehicles)





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



NTV Authorization and Requests

- Types of request
 - ✓ General Dispatch (Normally limited to 7/10 working days)
 - ✓ Long term
 - ✓ New requirements
- New requirements
 - ✓ DA Form 4610-R, TDA modification Request (ONLY FOR Army Owned Vehicl.)
 - ✓ Documentation of new requirements require copies of the orders assigning the new mission
- Justification for requests
 - ✓ Full justification required
 - ✓ Missions and anticipated usage





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

Army in Europe NTV Utilization Standard



| Type | Annual Miles | Monthly KM |
|------------------------|--------------|------------|
| Sedans & Vans | 10,000 | 1300 |
| <37 Pax Bus | 12,000 | 1600 |
| >37 Pax Bus | 15,000 | 2000 |
| Truck 1 – 2 ton | 12,000 | 1600 |
| Truck 2 ½ - 4 ton | 10,000 | 1300 |
| Truck 5 -10 ton | 12,000 | 1600 |
| Trailer & Semi Trailer | N/A | |

The minimum monthly use percentage is 80%. The utilization percentage is calculated by dividing the number of work days (Mo-Fr) the vehicle is driven by the number of work days the vehicle is available for use.

All NTVs that fall below this percentage for three consecutive months should be identified and analyzed for potential return to the general dispatch fleet, or turn-in to the IFMS.

NOTE: If an underused IFMS vehicle is not eligible for replacement or turn-in, the TMP should cross-level IFMS assets to ensure that a turn-in to the IFMS occurs.



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



VICENZA NTV Utilization Standard

- The justification for establishing and maintaining NTV authorizations is based on the three measures of NTV utilization:
 - ✓ Mileage utilization standards for cargo van/cargo truck/pick up/ vehicles is 600 KM per month, mileage utilization standards for sedan/pax van & large vehicles is 1200 KM per month.
 - ✓ The minimum monthly utilization percentage is 80 %. The utilization percentage is calculated by dividing the number of work days (MO-FR) the vehicle is driven by the number of days the vehicle is available for use.
 - ✓ Criticality of use. This standard was established to recognize mission-essential requirements which would result in critical-mission shortfalls if assigned NTV were withdrawn

All NTVS that fall below this percentage for three consecutive months should be identified and analyzed for potential return to the general dispatch fleet, or turn-in the IFMS

NOTE: If an underused IFMS vehicle is not eligible for replacement or turn-in, the TMP should cross-level IFMS assets to ensure that a turn-in to IFMS occurs





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Reimbursement for an assigned vehicle & Reimbursement for Damage

- In order to get a temporary or/and permanent vehicle from TMP, you have to contact your Resource Management Office and be sure that that Office funded the WBS, if your RM uses the GFEBs system, LRC Resource Management Office will establish a WBS for IFMS categories, if your RMO is not in GFEBs they need to provide to LRC RMO a MIPR (DD448) and they do the acceptance of the MIPR
- Units will reimburse 405th for the loss of or for billable damage to IFMS leased NTV's
- Units will be billed for the total cost of damage beyond fair wear and tear including:
 - ✓ Accident damage
 - ✓ Windshield damage
 - ✓ Damage related to neglect or abuse, wrong fuel





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



NTV Re-dispatch Standard

- IFMS vehicles is re-dispatched twice a month (every 15 days)
reason:
 - Every 15th of each month is sent to IFMS the mileage report, this report reflect the monthly IFMS bill
 - In order to provide the quarterly utilization data needs the actual mileage of the vehicle the first and last day of each month
- Remnant Fleet vehicles/NAF vehicles is re-dispatched once a month (30 days)
- NTV will not re-dispatched NTV vehicles if the PMCS is not properly filled out (for IFMS) for remnant fleet (PMCS and 2404)

“When it comes to the care and cleanliness of a vehicle, it’s a safety issue and a vehicle value issue.”

Twice a month you can get free coins at Auto craft shop in order to have your vehicle clean outside/inside at wash rack near to BLD#66





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Modification to NTV's

- All modifications are prohibited without approval
- Unit UTC has to submit request for vehicle modification to NTV Manager for review, IFMS also needs an estimate amount of the work that must be made ONLY by the manufacturer of the vehicle, request for modification signed by NTV Manager and the estimate of the work will be sent to IFMS Manager for approval or deny
- Unit is responsible for cost of acquisition, installation, maintenance and removal of all the modifications, including restoration of the vehicle to its original configuration
- Modifications will not exempt vehicle from rotation

Date: _____

MEMORANDUM FOR ELRO IFMS FLEET MANAGEMENT

SUBJECT: REQUEST FOR MODIFICATION OF IFMS VEHICLE(S)

1. Instructions: Complete data requested below and return form to your servicing IFMS office. IFMS Fleet Management will obtain concurrence of your organization's non-tactical vehicle (NTV) coordinator. IFMS will then contact you to notify you of approval/disapproval.
2. The undersigned authorized customer unit representative requests that IFMS approve the modification (explained below) for the following IFMS vehicle(s):

VEHICLES INTENDED FOR MODIFICATION (IFMS TAG NUMBERS):

MODIFICATION REQUESTED (USE ATTACHMENT IF NECESSARY):

3. The customer agency understands the conditions of the modification as follows:
 - a. The customer agency is responsible for the cost of acquisition, installation, all required safety/roadworthiness certifications, maintenance and removal of the equipment including restoration of the vehicle to its original configuration and condition upon return to IFMS. Modifications on vehicles under warranty should be done or approved by an authorized vehicle manufacturer dealer so as not to void the warranty. The customer understands that the customer is responsible for the cost of any repairs normally covered by vehicle warranties that are voided by the manufacturer due to modification of the vehicle. The customer understands that they and any third party modification providers/contractors are responsible for resolving warranty disputes with the vehicle manufacturer. IFMS can assist as necessary.
 - b. The customer agency must ensure that all required equipment is installed and operated in accordance with local and federal laws and regulations. This includes inspection/certifications required for roadworthiness/safety to comply with US and local laws and regulations.
 - c. The customer agency understands that it is responsible for storage, safekeeping and return of all equipment removed from the vehicle(s) as a result of modification (i.e. seats). The customer understands that upon return of a modified vehicle to IFMS, it could be billed for lost original equipment removed due to the modification.
 - d. The customer understands that IFMS must approve a request prior to modification.
 - e. The customer must inform the servicing Fleet Service Representative when modification is completed.
4. Please contact your IFMS Fleet Service Representative with any questions or assistance regarding this subject.

REQUESTING CUSTOMER AGENCY REPRESENTATIVE

NAME (Print): _____ PHONE: _____

GRADE: _____ UNIT/ORGANIZATION: _____

POSITION: _____

SIGNATURE: _____ DATE: _____

AGENCY DOL/ NTV COORDINATOR APPROVAL / DISAPPROVAL (CIRCLE ONE):

PRINTED NAME & SIGNATURE: _____ UNIT: _____ DATE: _____

IFMS APPROVAL / DISAPPROVAL (CIRCLE ONE):

PRINTED NAME & SIGNATURE: _____ DATE: _____





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

IFMS Recovery Service

- Inside the green logbook is located the IFMS recovery tow truck service free number, for ITALY-wide this free number 800-190783 (24/7 ACI Global) is also written in the dispatch, for Vicenza area ONLY 0444-289300, (24/7 ACI Sambo), TMP MUST be notified and will provide assistance if needed
- IFMS recovery service is provided only for the following countries:
 - ITALY, GERMANY, HOLLAND & BELGIUM

IFMS ROADSIDE RECOVERY LIST - MARCH 2015

| Location | Vendor Name | Vehicle Size | Phone # | Hours |
|-----------------------------------|------------------------|--------------------------|---------------|-----------|
| Germany | | | | |
| Arsberg | Wittmann | All | 0800-6155555 | 24 hours |
| Arsberg | Autohaus Kutzmann | Sedans, Vans, Light Trks | 09621-800240 | 24 hours |
| Arsbach | Meyer | Sedans, Vans, Light Trks | 0981-4661900 | 24 hours |
| Arsbach | Kfr. Krause | Sedans, Vans, Light Trks | 0981-5455 | 24 hours |
| Arsbach-Eipenstorf | Autohaus Oppel | Heavy Trks & Buses | 0981-46510 | 0735-2100 |
| Bad Abting | Sarnow | Sedans, Vans, Light Trks | 08261-4074 | 0830-1700 |
| Bad Kreuznach, Baumholder | Eibeck | All | 0671-481890 | 24 hours |
| Bamberg | Lürber | Sedans, Vans, Light Trks | 0951-3029000 | 24 hours |
| Bamberg | Auto-Galerie Badum | Heavy Trks & Buses | 0951-996200 | 24 hours |
| Baumholder | Schäfer ATS | Sedans, Vans, Light Trks | 0170-9924869 | 24 hours |
| Baumholder | Westrich Reisen | All | 06783-995013 | 0730-1830 |
| Binsfeld (Bittburg) | Krischel | Sedans, Vans, Light Trks | 06575-638 | 24 hours |
| Darmstadt | Schäfer | All | 06155-83600 | 24 hours |
| Garmisch | Auto-Teile Service | All | 0824-92220 | 24 hours |
| Gleisen | Kran Burgard | All | 06093-96990 | 24 hours |
| Grafenwöhr | Adam Johann | All | 09602-5884 | 24 hours |
| Grafenwöhr | Auto Witt | All | 09641-2204 | 24 hours |
| Hanas | Kohl | All | 06381-15759 | 24 hours |
| Hendelberg, Mannheim | Buddensiek | Sedans, Vans, Light Trks | 06221-26151 | 24 hours |
| Hendelberg, Mannheim | Krajovic | All | 0172-6290335 | 24 hours |
| Hohenfels | Autohaus Feldmeier | Sedans, Vans, Light Trks | 09472-252 | 0800-1700 |
| Hohenfels | Autohaus Segesser | Sedans, Vans, Light Trks | 0170-3315118 | 24 hours |
| Hohenfels | Tom Thompson | All | 0172-893220 | 24 hours |
| Kaiserslautern, Miesau, Pirmasens | Seifert | Sedans, Vans, Light Trks | 0178-6906101 | 24 hours |
| Kaiserslautern, Miesau, Pirmasens | Locher | All | 06305-6448 | 24 hours |
| Münch | Eichensweher | All | 09350-34959 | 24 hours |
| Parberg (Hohenfels) | Auto Switalia | Sedans, Vans, Light Trks | 0170-3475951 | 24 hours |
| Regensburg | Habenstein | All | 0160-9627887 | 24 hours |
| Schweinfurt | Beständig | All | 0171-7722224 | 24 hours |
| Schweinfurt | Gleichmann | Sedans, Vans, Light Trks | 09721-86480 | 24 hours |
| Stuttgart | Schneider | All | 0711-975830 | 24 hours |
| Ulm | Maucher | All | 0731-385544 | 24 hours |
| Wendert | Häuser | All | 09607-8218270 | 24 hours |
| Wendert, Heilbronn, Öhringen | Rapp | All | 07941-94300 | 24 hours |
| Wiesbaden, Mainz | Auto Hofmann | Sedans, Vans, Light Trks | 0571-6538059 | 24 hours |
| Wiesbaden, Mainz | Auto Ringel | Sedans, Vans, Light Trks | 06134-4833 | 24 hours |
| Wiesbaden, Mainz | Hildebrandt | All | 06143-68071 | 24 hours |
| Würzburg | Würzburger Krankenleit | All | 0931-278880 | 24 hours |

IFMS ROADSIDE RECOVERY LIST - MARCH 2015

| Belgium & Netherlands | | | | |
|------------------------------------|--------------------|--------------------------|-----------------|-----------|
| Belgium - Benelux | Group Dutronnois | Sedans, Vans, Light Trks | 065-770085 | 24 hours |
| Belgium - Chievres,SHAPE area ONLY | Chievres Meind Div | Sedans, Vans, Light Trks | 068-275454 | 0800-1620 |
| Belgium -Wide | Deponnage Bessart | All (no buses) | 068-454968 | 24 hours |
| Belgium - East | Nervens Depannage | Sedans, Vans, Light Trks | 087-424054 | 24 hours |
| Belgium, Netherlands | Jos De Cooman | All | 02-2185738 | 24 hours |
| Netherlands | LOGIC Berging | All | 041-6014500 | 24 hours |
| Italy | | | | |
| Italy - Wide | ACI Global | All | 800-190783 | 24 hours |
| Vicenza area ONLY | ACI Sambo | Sedans, Vans, Light Trks | 0444-289300 | 24 hours |
| Austria | | | | |
| Brenner Pass ONLY | Auto-Teile Service | All | 0049-6824-92220 | 24 hours |

| Manufacturer Emergency Numbers (EUROPEAN VEHICLES ONLY) Warranty - 2 years/unlimited KM | | |
|---|------------------|----------|
| | Phone Number | 24 hours |
| Ford | | |
| Belgium | 0049-89-76754964 | Yes |
| Germany | 0800-3673387 | Yes |
| Italy | 0800-0791337 | Yes |
| Luxembourg | 253636305 | Yes |
| Netherlands | 0800-991120 | Yes |
| Spain | 096-1789000 | Yes |
| hertz | | |
| Belgium | 0800-19737 | Yes |
| Germany | 0800-4812600 | Yes |
| Italy | 0800-4812600 | Yes |
| Luxembourg | 0800-2351 | Yes |
| Netherlands | 0800-0226072 | Yes |
| Spain | 0800-4812600 | Yes |
| Opel | | |
| Germany | 0800-6735277 | Yes |
| Italy | 0800-836063 | Yes |
| Spain | 0900-142142 | Yes |
| International | 0049-89-76764963 | Yes |
| Flat | | |
| Europe-Wide | 0800-3428000 | Yes |
| Lancia | | |
| Europe-Wide | 0800-52624200 | Yes |



EURO IFMS Roadside Recovery

EURO IFMS BULLETIN FPMR G-207b

AVIATION, TRANSPORTATION, AND MOTOR VEHICLES

TO: IFMS Customer Agencies

SUBJECT: EURO IFMS fleet vehicle roadside recovery bulletin

1. Purpose. This bulletin provides a listing of EURO IFMS roadside recovery vendors.

2. Applicability. This bulletin applies to EURO IFMS Fleet vehicles operated in Europe.

3. Effective date. This bulletin is effective 3 March 2015.

4. Expiration date. Valid until superseded.

5. Emergency Repair or Towing. For an after-hours emergency, the vehicle operator may authorize a repair or towing up to the amount of 500 Euros. The agency must notify the Fleet Management Center and the Accident Management Center (DSN 420-8145 or civilian 0711-8196145) or the Maintenance Control Center (DSN 420-8142/4 or civilian 0711-8196142/4) the next business day to report the repair or tow. In Belgium or Holland, the contact number is DSN 361-6085 or civilian 0862-70965 and in Italy it is DSN 633-8276 or civilian 050-548278.

6. For more information on roadside recovery or the EURO IFMS Fleet program, please contact your serving Fleet Service Representative.

WAPELHORST
JAMES JOHN
1030529231

JAMES J. WAPELHORST
EURO IFMS Manager

Attachment:
IFMS Roadside Recovery List





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

New Documentation required for crossing Austria in place since 17 September 2016

The Defense Attache' Office (DAO) at the Embassy in Vienna informed that self-insured U.S. Governments are allowed to transit Austria provided that the drivers are in possession of a "Certificate on Liability of Public Authority properly filled out".

The following documentation are to be carried inside the vehicles, includes:

- A. New Certificate on Liability of Public Authority (valid only for round trip) ON TMP website you will find it. The unit needs to fill out the green highlighted areas:
- Unit name,
 - Official registration number (use the vehicle ADM# number that you will find on the upper right side of the dispatch start with V.... or L....)
 - Place, Departure date,
 - Signature of the officer who has movement of the vehicle through Austria.

Please note The U.S. Government is self-insured through NATO SOFA agreements ONLY and The Defense Attache' Office (DAO) at the Embassy in Vienna informed that self-insured U.S. Governments are allowed to transit Austria provided that the drivers are in possession of a "Certificate on Liability of Public Authority".

- B. Valid Border Clearance that will cover your round trip (On TMP website you will find Austria Border Clearance valid between 01 January 2016 -31 December 2016)
- C. European Accident Statement form to be filled out in case of accident (on TMP website you will find it)
- D. Official Travel Documentation (provided by your unit)



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

New Documentation required for crossing Austria in place since 17 September 2016 continuation

FOR VEHICLES REQUESTED TEMPORARY FROM GENERAL FLEET, TMP DISPATCHER WILL PROVIDE INSTRUCTION AND COMPLETE DOCUMENTATION TO CROSSING AUSTRIA

THE EXPENSE OF THE TRAVELLER OR UNIT FOR VEHICLES UP TO 3.5 TON:

- For vehicles up to 3.5 ton, Austria require the purchase of a TOLL STICKER prior to the vehicle entering the country (8-10 Euro) and the payment of toll road "EUROPABRUCKE BRIDGE" when at booth (18 Euro round trip). These are at the expense of the traveler or unit.

THE EXPENSE OF THE TRAVELLER OR UNIT FOR VEHICLES OVER 3.5 TON:

- Information for these vehicles have been sent to ASFING & Austrian Authorities, Starting 17 September these vehicles are exempted of GO-BOX requirements and expenses for crossing Austria, Make sure that for each trip crossing Austria the driver is in possession of valid Border Clearance and the Certificate of Liability of Public Authorities (valid only for round trip) properly filled out with the information of the vehicle (these documentation can be found on TMP website)

NOTE:

If your driver will receive any fines please ask him/her to fill out the reimbursement form (you can find it on TMP website) providing the European bank account (IBAN & BIC) for the refund, then send the driver to TMP office with copy of fine(s) and the reimbursement form filled out, TMP will forward these documentation to ASFINAG including all documentation of the vehicle to get the driver reimbursed, It might be that the reimbursement to the bank account will last around 21 days.

BELOW THE INSTRUCTION TO GET THE EXPENSE REIMBURSED:

Please keep your driver aware that reimbursement for Austria toll sticker & toll road for a vehicle that crossed Austria will get the expense reimbursed using below PDF's that you will find on TMP website. The requirement is to fill out the form and attach the Austrian Diplomatic Clearance, military registration (trittico that you will find inside the green logbook) any fine driver has received and/or the receipt for the Austrian toll sticker, toll road/ Go Box charges and copy of dispatch and FAX to ASFINAG 0043-01-955-1277.



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



New Documentation required for crossing Austria in place since 17 September 2016 continuation

NOTICE THIS APPLIES ONLY FOR OFFICIAL MILITARY REGISTERED VEHICLES (ALSO WITH COVER PLATE) ON OFFICIAL BUSINESS THROUGH/IN AUSTRIA.

This new requirements will be also available on TMP WEBSITE: <http://www.italy.army.mil/tmp.asp>

PLEASE NOTE THAT:

- In the event of a traffic accident, claims for damages are to be directed to the point of contact that you will find on enclosed "Certificate on Liability of Public Authority"
- For US military driver license will only be sufficient for US soldiers on official travel through Austria having on board attached valid Border Clearance.
- All other (US Civilian) have to have a valid US driver's license with a translation (so called international driver's license) For more details see the follow link "Department of Defense Foreign Clearance Guide" <https://www.fcg.pentagon.mil/fcg.cfm>

Zur Information der Österreicher des öffentlichen Sicherheitswesens oder der Strafverfolgung

For the information of law enforcement organs and traffic warden

Bescheinigung über die Staatshaftung
Certificate on Liability of Public Authorities

Die/les **[redacted]**

bestätigt, dass das Fahrzeug mit dem behördlichen Kennzeichen **[redacted]** über die Vehicle with the official registration number **[redacted]** mit dem Automaten behördlichen Kennzeichen **[redacted]** wird die Vehicle with the official registration number **[redacted]** der Staatshaftung unterliegt in/suivant la liability of public authorities through **United States of America**

Diese Bescheinigung ist eine Bescheinigung gemäß § 63 Absatz 4 Kraftfahrzeuges 1967 (KZF 1967) gleichschuldig.
This certificate is to be considered as the equivalent of a certification pursuant to article 63 paragraph 4 of the 1967 Motor Transport Act.

Für den Fall eines Verkehrsunfalls wird folgende Kontaktstelle zur Einreichung von Schadensersatzansprüchen bekanntgegeben.
In the event of a traffic accident, claims for damages are to be directed to the following point of contact.

Kontaktstelle:
Point of Contact: **United States Army Claims Service, Europe**

Anschreiben:
Address: **Department of the Army, United States Army Claims Service, Europe**
Donaustr. 27, 21. 85511, Wehrheim, Germany

Telefonnummern:
Telephone: **0049-611-143-537-0612** or **0049-611-143-537-0648** (Army hours)
E-Mail: **arcentus.fredrick@mail.mil** or **arcentus.fredrick@ic3.mil**
Fax: **0049-611-143-537-0697**

Ort, Datum:
Place, Date: **[redacted]**

Unterschrift
Signature: **[redacted]**

Bundesministerium für Landesverteidigung und Sport
Für Landesverteidigung und Sport Austria

Sachbearbeiter:
Obst Johannes LEIDL
Tel: +4370001302532
Fax: +43700013057041

GZ 592005/634-AR/2015
Truppenaufenthaltsgesetz 2001, Transit

Bezug: GP-742/15

VERBAUMERKUNG

Dies Bundesministerium für Landesverteidigung und Sport erachtet der Botschaft seine Hochachtung und hat die Ihre mitteilen, dass dem Antrag gemäß o.a. Bezug hermit die GEGÄSTATTUNG

Bei bis zu 90 Soldaten in bis zu 8 Tage, KZ vom 1. Januar bis 31. Dezember 2016 auf der östliche Grenze (Österreich - KAPITZEN oder SALZBURG) und retour erlaubt

Diese Gestattung ist beim Transit / Aufenthalt mitzuführen.

Aufmer:
Ihre Station, die Ihre Fahrzeuge nicht herkömmlich haben und strengen über keine Versicherungskarte für Ihre Fahrzeuge verfügen, haben die Versicherung für eine Fahrzeug zu übernehmen und dies zu bezeugen. Diese Versicherung muss entsprechend ausgestellt und von einer autorisierten Stelle unterfertigt als Beleg zur Gestattung nach dem Transit mitzuführen und gegebenenfalls auch den Strafverfolgungsorganen bzw. Organen der öffentlichen Sicherheit vorzulegen.

Dies Bundesministerium für Landesverteidigung und Sport besitzt die Gelegenheit, der Botschaft der Vereinigten Staaten von Amerika den Ausdruck seiner ausgesprochenen Hochachtung zu erneuern.

03.12.2015
Für den Bundesminister:

VERBAUMERKUNG

BEI BIS ZU 90 SOLDATEN IN BIS ZU 8 TAGE, KZ VOM 1. JANUAR BIS 31. DEZEMBER 2016 AUF DER ÖSTLICHE GRENZE (ÖSTERREICH - KAPITZEN ODER SALZBURG) UND RETOUR ERLAUBT

BEZUG: GP-742/15

VERBAUMERKUNG

Dies Bundesministerium für Landesverteidigung und Sport erachtet der Botschaft seine Hochachtung und hat die Ihre mitteilen, dass dem Antrag gemäß o.a. Bezug hermit die GEGÄSTATTUNG

Bei bis zu 90 Soldaten in bis zu 8 Tage, KZ vom 1. Januar bis 31. Dezember 2016 auf der östliche Grenze (Österreich - KAPITZEN oder SALZBURG) und retour erlaubt

Diese Gestattung ist beim Transit / Aufenthalt mitzuführen.

Aufmer:
Ihre Station, die Ihre Fahrzeuge nicht herkömmlich haben und strengen über keine Versicherungskarte für Ihre Fahrzeuge verfügen, haben die Versicherung für eine Fahrzeug zu übernehmen und dies zu bezeugen. Diese Versicherung muss entsprechend ausgestellt und von einer autorisierten Stelle unterfertigt als Beleg zur Gestattung nach dem Transit mitzuführen und gegebenenfalls auch den Strafverfolgungsorganen bzw. Organen der öffentlichen Sicherheit vorzulegen.

Dies Bundesministerium für Landesverteidigung und Sport besitzt die Gelegenheit, der Botschaft der Vereinigten Staaten von Amerika den Ausdruck seiner ausgesprochenen Hochachtung zu erneuern.

03.12.2015
Für den Bundesminister:

keep calm
don't get angry
be polite
see directions for use

European
Accident
Statement

ASFINAG
Tolltagungsbescheinigung

Page 1 of 4

APPENDIX 7a - APPLICATION FOR REIMBURSEMENT
For non-military vehicles up to 3.5 t GVW in the scope of PEP-90FA

APPLICATION NUMBER: _____ (to be filled out by ASFINAG)

DATE OF THE SINGLE TRIP: _____ Time of the trip: from _____ till _____

1. TIME OF THE TRIP

2. INFORMATION ABOUT THE VEHICLE

3. INFORMATION ABOUT THE VEHICLE'S REGISTERED OWNER

4. BANK DETAILS OF THE REGISTERED OWNER OF THE VEHICLE

5. ATTACHMENTS

6. SIGNATURE

ASFINAG
Tolltagungsbescheinigung

Appendix 7b
Page 1 of 2

APPENDIX 7b - APPLICATION FOR REIMBURSEMENT
For non-military vehicles of more than 3.5 t GVW in the scope of PEP-90FA

APPLICATION NUMBER: _____ (to be filled out by ASFINAG)

DATE OF THE SINGLE TRIP: _____ Time of the trip: from _____ till _____

1. TIME OF THE TRIP

2. INFORMATION ABOUT THE VEHICLE

3. INFORMATION ABOUT THE VEHICLE'S REGISTERED OWNER

4. BANK DETAILS OF THE REGISTERED OWNER OF THE VEHICLE

5. ATTACHMENTS

6. SIGNATURE

New Certificate on Liability of Public Authorities in place since 18 February 2016 (Valid for round trip "ONLY

A valid Border Clearance, on TMP Website you will get the one valid for the current year

European Accident Statement, to be filled out in case an accident happened in Austria

ASFINAG form to be fill out to get charges for vignette and toll road reimbursed or fines for vehicle up to 3.5 ton

ASFINAG form to be filled out for reimbursement of fines for vehicles over 3.5 ton



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Documentation required for vehicle going outside the IFMS approved operating area (Germany, Italy, Netherland, Belgium)

- BORDER CLEARANCE
 - IN ADDITION MAY BE REQUIRED THE CERTIFICATE OF PUBLIC AUTHORITY
 - UNIT HAS TO BE FULLY AWARE THAT ARE RESPONSIBLE FOR VEHICLE TAKEN OUT OF AN AREA IN WHICH THE IFMS PROVIDES SERVICE
- **BORDER CLEARANCE:** Each IFMS vehicle going outside the IFMS approved operating area (Germany, Italy, Netherlands, Belgium) **MUST** to have the proper border clearance that will be provided by 21st TSC BMCT. To any area or theater clearance that may be required, diplomatic or transit border clearances must be requested through the local Brigade Movement Control Team (BMCT) and obtained for U.S. Government vehicles before they enter or leave many NATO and non-NATO countries while on official business. This applies to all Government-owned or Government-leased vehicles, regardless of the license plates on the vehicle (for example, official U.S. Army registration plate, U.S. Forces POV plates, General Services Administration Interagency Fleet Management System (IFMS) plates, or host-nation plates). Units should initially contact their local BMCT prior to driving a vehicle out of assigned country (BMCT will provide the Diplomatic clearance timeline for each countries)

21st TSC BMCT Phone # 634-8786, 634-7375



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Documentation required for vehicle going outside the IFMS approved operating area (Germany, Italy, Netherland, Belgium)

- IN ADDITION MAY BE REQUIRED THE CERTIFICATE OF PUBLIC AUTHORITY: Certificate of Liability Insurance, please contact the European Tort Claim Branch Office, they will provide information packages for military vehicles traveling though European countries. They have packages for several countries and are working constantly on updating the information.

Send email to them providing name of European countries that the vehicle will cross

THE E-MAIL ADDRESS OF THIS DIVISION IS:

usarmy.wiesbaden.usareur.mesg.oja-European_torts@mail.mil

The fax number of this Division is DSN: 537-0697

Commercial: +49 (0) 611-143-537-0649/0697

- UNIT HAS TO BE FULLY AWARE THAT ARE RESPONSIBLE FOR VEHICLE TAKEN OUT OF AN AREA IN WHICH THE IFMS PROVIDES SERVICE

Unit has to be fully aware that are responsible for vehicle taken out of an area in which the IFMS provides service, the using unit is responsible for all associated operational costs, ie., replenishment of fuel, engine oil, and windshield fluid, also for recovering the vehicle (towing expenses) in case of a breakdown or accident, and returning it to the IFMS area of operation (all costs non-reimbursable from the issuing TMP)





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Winter Tires

- Below the requirements between 15 November, 15 April by European law:
 - vehicles less than 3,5 ton **MUST** have mounted M+S tires and when is indicated tire chain on board.
 - In Italy the requirement is to have mounted M+S tire **OR** tire chain on board.
 - Vehicles more than 3,5 ton **MUST** have mounted M+S tire on traction axels and when is indicated tire chain on board
- IFMS has a guideline on when tires could be replaced:
 - Sedan, station wagon, 40,000 km
 - Light truck and passenger van, 45,000 km

NOTE: Every 15,000 km tires must be rotate, this is the way to reach the threshold of miles without incurring a bill back

For tire/s replaced due to abuse or neglect or replacing tire/s before the established km driven, costs will be charged to the unit





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



VICENZA TMP Request form & instruction how to fill out it

LRC VICENZA TRANSPORTATION MOTOR POOL, CASERMA EDERLE BLDG#272
REQUEST FOR MOTOR VEHICLE TRANSPORTATION

NOTICE: SOV REQUESTS ARE VALID FOR ONE VEHICLE ONLY AND ARE NOT TO EXCEED 7 DAYS

To be completed by Requestor:

Requester Name: _____
 Job Title: _____
 Organization/Section: _____

Hours: MON-FRI 0800-1800 (closed for lunch 1200-1300)
 Dispatch DSN: 637-7815 Contact: 8444-417815
 Operation DSN: 637-7819 637-7814 637-7817
 Email: usarmy.vicenza@army.mil usafpbldg272.usafpbldg272@afsb.af.mil

1. Type of Vehicle Requested: **SELECT TYPE OF VEHICLE**

2. Departure Date (ONLY SAT/SUN DAYS): _____
 a. Date _____ b. Time _____
 3. Return Date (ONLY SAT/SUN DAYS): _____
 a. Date _____ b. Time _____

4. Origin (Installation, city, etc): **Vicenza TMP Office BLDG#272**
 5. Destination (location, installation): _____

6. TMP Driver (if REQUIRED BLOCK CETS MUST BE COMPLETED):
 a. Not Required _____ Location: _____ (Alt time) _____
 b. Required (REQUIRED APPROVAL FROM UNIT RESOURCE MANAGEMENT (URM)) _____ a. Signature _____

7. Point of contact (POC) (NOC) for the request:
 a. Name and rank _____ b. DSN _____
 c. Cell _____
 *request for forklift: POC has to provide a ground guide to escort MHE from/to TMP yard

8. Justification: Outline the reason for the NTV request, the justification should include and provide information in looking which allow TMP to prioritize this request

9. GENERAL PURPOSE OF REQUEST: TDY Training or long distance more than 50 km Local area within 50 km daily

10. Authorization (to be completed and signed by Unit transportation coordinator (UTC) appointed by Unit Commander):
 a. Name and rank _____ b. Date _____ c. Signature _____

11. Drivers must attend a valid CP 306 or equivalent Government vehicle license at time of pickup

Transportation Motor Pool Use Only

| Approved | Government vehicle is | Received |
|--------------------------------------|--|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Available | LRC VICENZA Transportation Motor Pool, BLDG#272 |
| <input type="checkbox"/> Disapproved | <input type="checkbox"/> Not available | |

Date: _____
 Signature: _____

Vehicle number: _____
 Additional Remarks: _____

BILLING INFORMATION:

| | | |
|--------------------------|--------------------|--------------------------|
| Daily rate (\$): X _____ | X Days used _____ | Daily Rate Total _____ |
| Mileage rate (\$): _____ | X Miles used _____ | Mileage Rate Total _____ |
| | | Total cost (\$): _____ |

VICENZA TMP request form:

Instructions 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: if a TMP is not required mark block a
- b: if a TMP driver is required block b, c and d 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)

Section 7:

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

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



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

VICENZA TMP Request form & instruction how to fill out it

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 bottom "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 will be annotated
- 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.





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

SAMPLE HOW TO FILL OUT DISPATCH

WHEN IN SHOP DATES MUST BE ANNOTATED

IFMS ROADSIDE RECOVERY SERVICE 800-190783 (For ITALY)

Motor Equipment Utilization Record

IFMS

This Dispatch Expires on: **18-Aug-14**

Operator's Signature: _____

Equipment Type: AL/TOM ST WAGON, COMPACT, CL E USA # G210242E ADM # L2412

Units: 173rd BDE S46 0 Next Service Due: _____ PLATE # EH633DC

Report To: CARDOZA BENJAMIN DIESEL At Odometer Reading: 47,066 ← 15,203

Current Odometer: 31,863 On Date: Jul-15 TO GO

| Date | Time | Ending | Odometer | Operator's Name (Last, First) | Rank | Signature | Fuel Used | Oil Used | Product |
|-----------|-------|---------|----------|-------------------------------|------|-------------|-----------|----------|-------------|
| 8-Aug-14 | 18:43 | 19:00 | 31896 | LOWE NICHOLAS | | [Signature] | 10 L | | TORR |
| 08-AUG-14 | 08:05 | 10:15 | 31924 | VAROTTO FABRIZIO | | [Signature] | | | LONGARZ |
| 08-AUG-14 | 11:30 | 13:45 | 31950 | CALABROTTI FABRIZIO | | [Signature] | | | LEPRINO |
| 08-AUG-14 | 14:00 | 16:00 | 31980 | LITTEPERO FABRIZIO | | [Signature] | | | DEL DIN |
| 08-AUG-14 | 07:00 | 11:00 | 32200 | MOLLA FABRIZIO | | [Signature] | 15 L | | VENICE |
| 08-AUG-14 | | IN SHOP | | | | | | | |
| 08-AUG-14 | | IN SHOP | | | | | | | |
| 08-AUG-14 | | IN SHOP | | | | | | | |
| 08-AUG-14 | | IN SHOP | | | | | | | |
| 14-AUG-14 | 08:30 | 11:00 | 32520 | ENGELANO FABRIZIO | | [Signature] | 20 L | | MILANO |
| 15-AUG-14 | 10:00 | 16:00 | 32700 | LOBL ALESSANDRO | | [Signature] | | | VENICE |
| 15-AUG-14 | 16:30 | 18:00 | 32720 | PIEDRAUCCI ANTONIO | | [Signature] | | | TORR |
| 15-AUG-14 | 07:00 | 18:00 | 33008 | PIRELLI THOMAS | | [Signature] | 15 L | | MILANO |
| 17-AUG-14 | 07:00 | 11:30 | 33060 | MORROW RANDY | | [Signature] | | | DEL DIN |
| 17-AUG-14 | 14:00 | 16:30 | 33085 | KINARD JAMES | | [Signature] | | | LEPRINO |
| 18-AUG-14 | 08:30 | 11:00 | 33094 | LOWE NICHOLAS | | [Signature] | 15 L | | RE-DISPATCH |

Release by: _____ Date: _____ Signature: _____

EX-17

INSTRUCTIONS: Start a new line upon every operator change and for every other date where that all columns are completed including the Total Days Driven, Total Fuel, and Total Oil at the end of the month.

Use of the use of the duty vehicle for other than official purposes is prohibited and, if necessary, may result in corrective/disciplinary action.

In conformità con AE 55-1 l'uso di questo veicolo trainato per scopi ufficiali è proibito, nei casi eccezionali, può provocare un azione disciplinare.

When the dispatch is already expired send it to TWP distribution list for renewal: usarmy.vicenza.incom-europe.list.usag.vicenza-trp@mail.mil

Date Printed: 8-Aug-14 FAX 634-8918 637-78107818 CIV Phone 0039 04448179101910

Sample how to fill out the dispatch

- 1 Verify expiration date
- 2 Verify (whatever comes first) when the next service due at odometer reading or on date
- 3 Fill out dispatch daily when vehicle is used
- 4
- 5 When in shop dates MUST be annotated





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS

Inspect rear Door/trunk seal

Ensure spare tire jack, and tools are accounted for

Spare tire



Tool kit

Do not remove backseats and make sure they are not moving



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation

Head rests
Wiped down

Ensure all
interior
lights are
working



Seats set
back to
original
configuration

Seat belt
have to be
buckled



405th AFSB LRC VICENZA



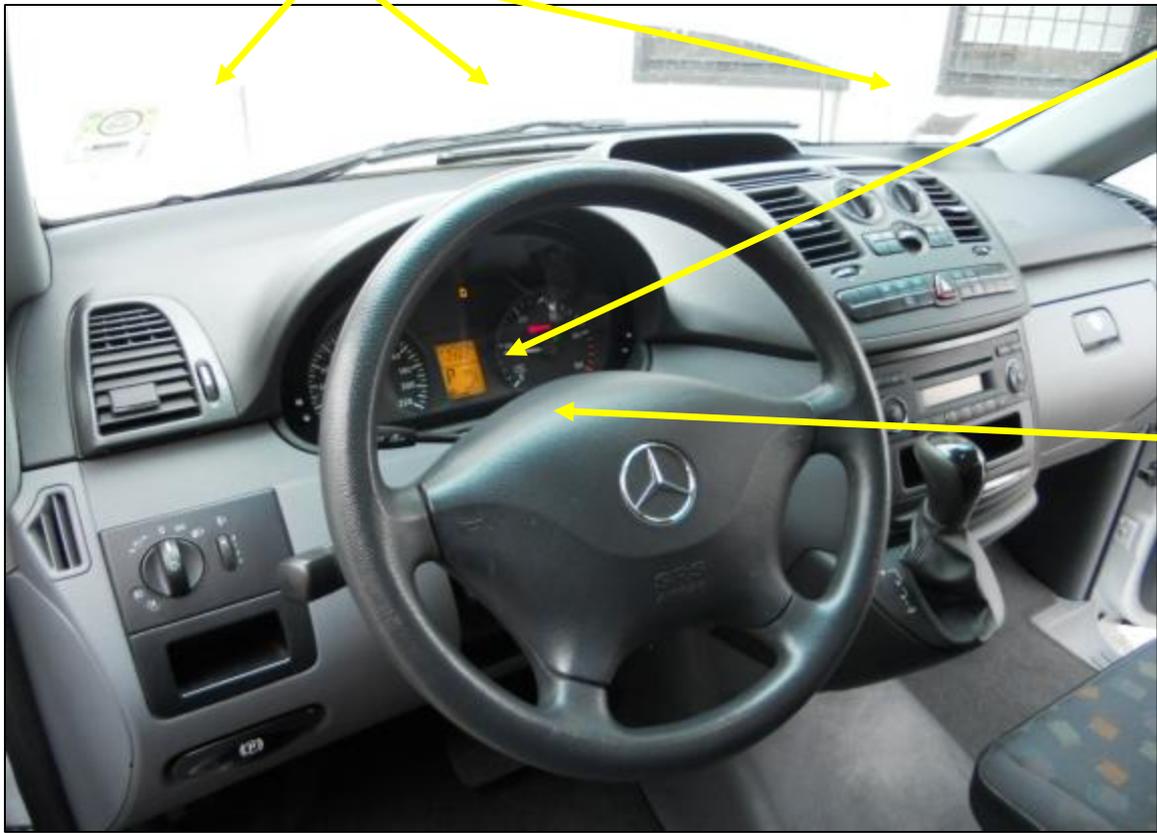
Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation

Windshield cracked/chipped

Check to ensure all instrumentation is working properly

Steering wheel and dash cleaned





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation



Warning triangle,
safety vest and first
aid kits is in the
vehicle

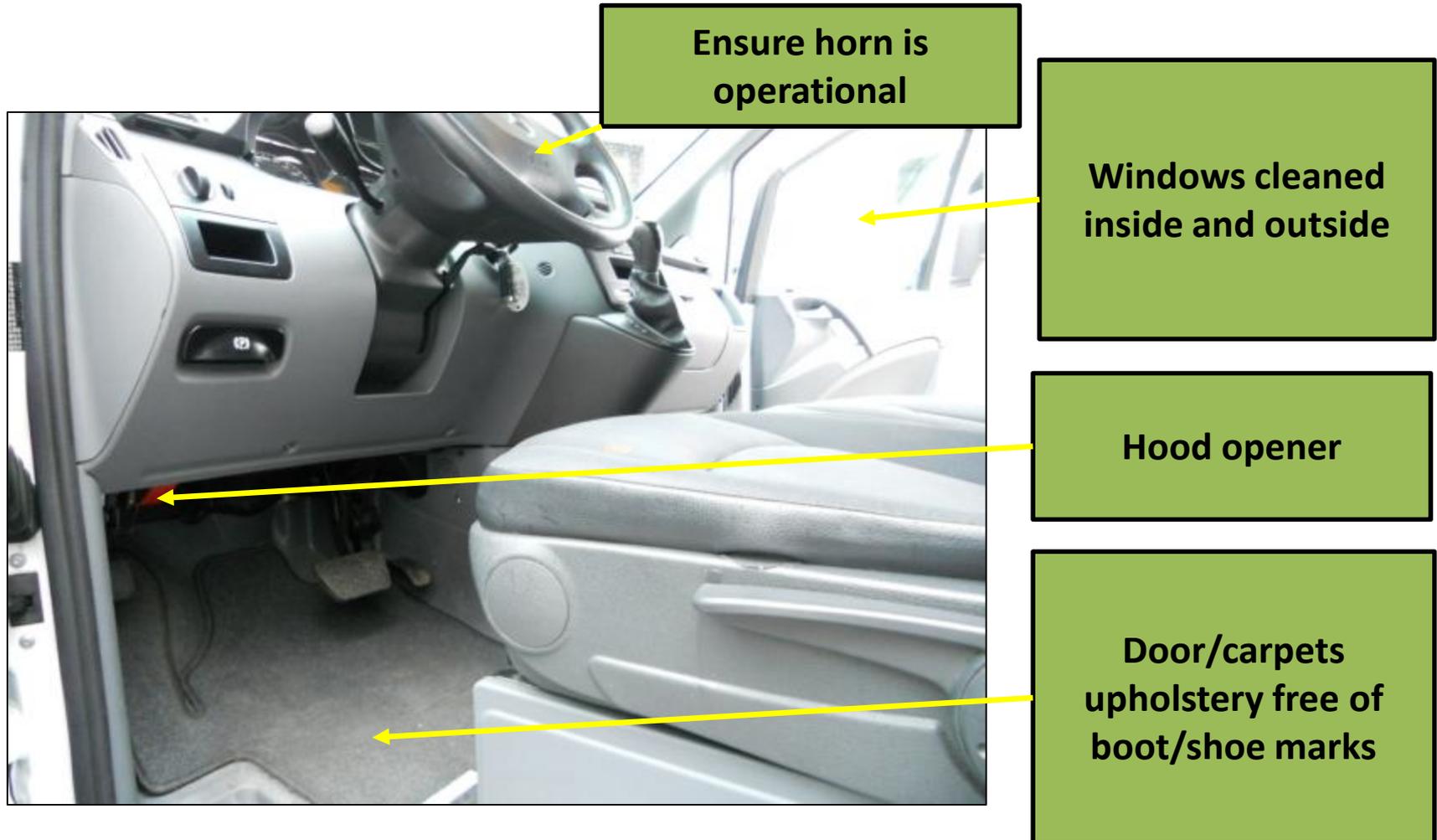


405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation



Seats vacuumed and all stains removed

Carpets vacuumed and all stains removed



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation



Carpets and dashboard free of trash or debris

Seats wiped down



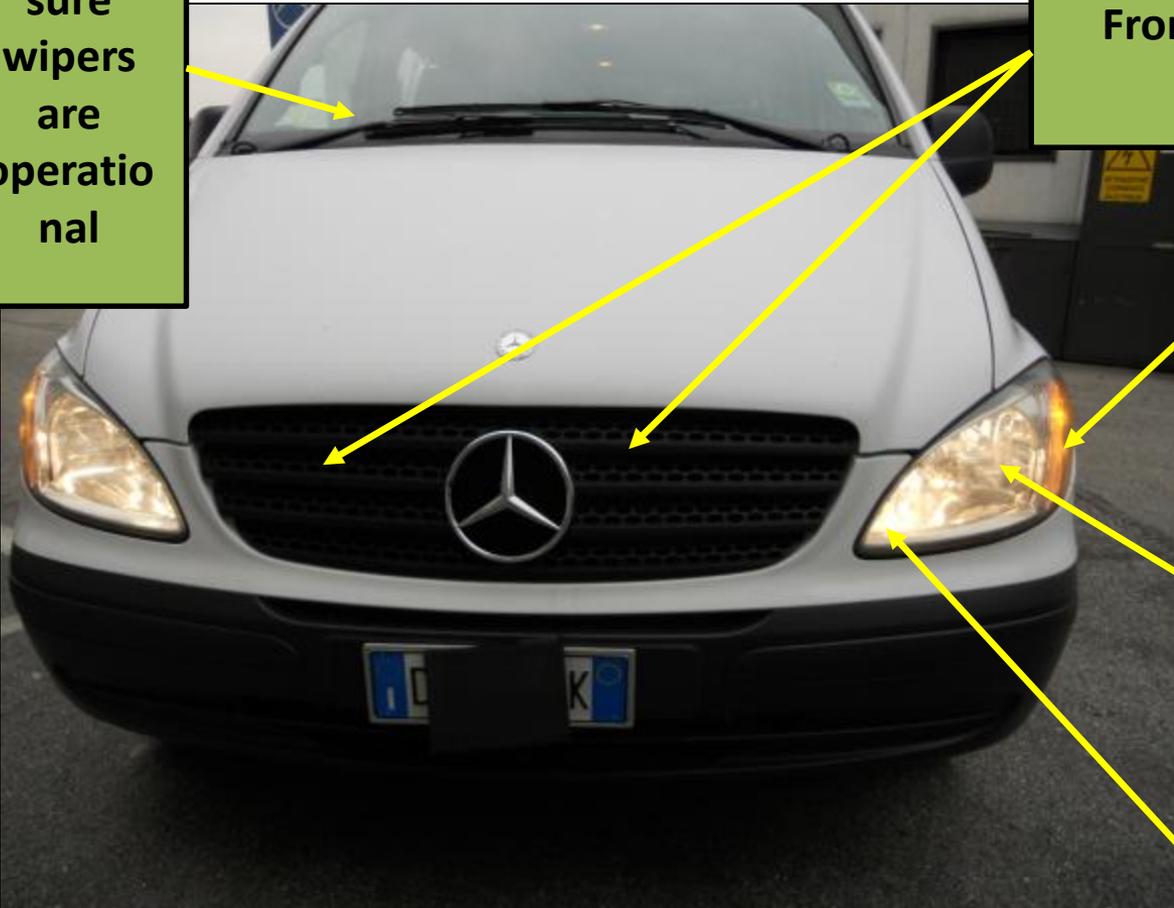
405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation

Make sure wipers are operational



Front and grill free of bugs and debris

Ensure emergency flashers are functional

Ensure headlights are functional

Ensure fog lights are working properly



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation

Ensure all mirrors are clean and properly adjusted

Vehicle body clean enough to see reflections

Fuel tank topped off

Check under vehicle for exhaust/fluids leaks or any unusual noises

Check lights, reflectors, and emergency flashers





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation



Wheels/hub caps clean

Check tire tread for wear or damage

Tires filled with proper inflation

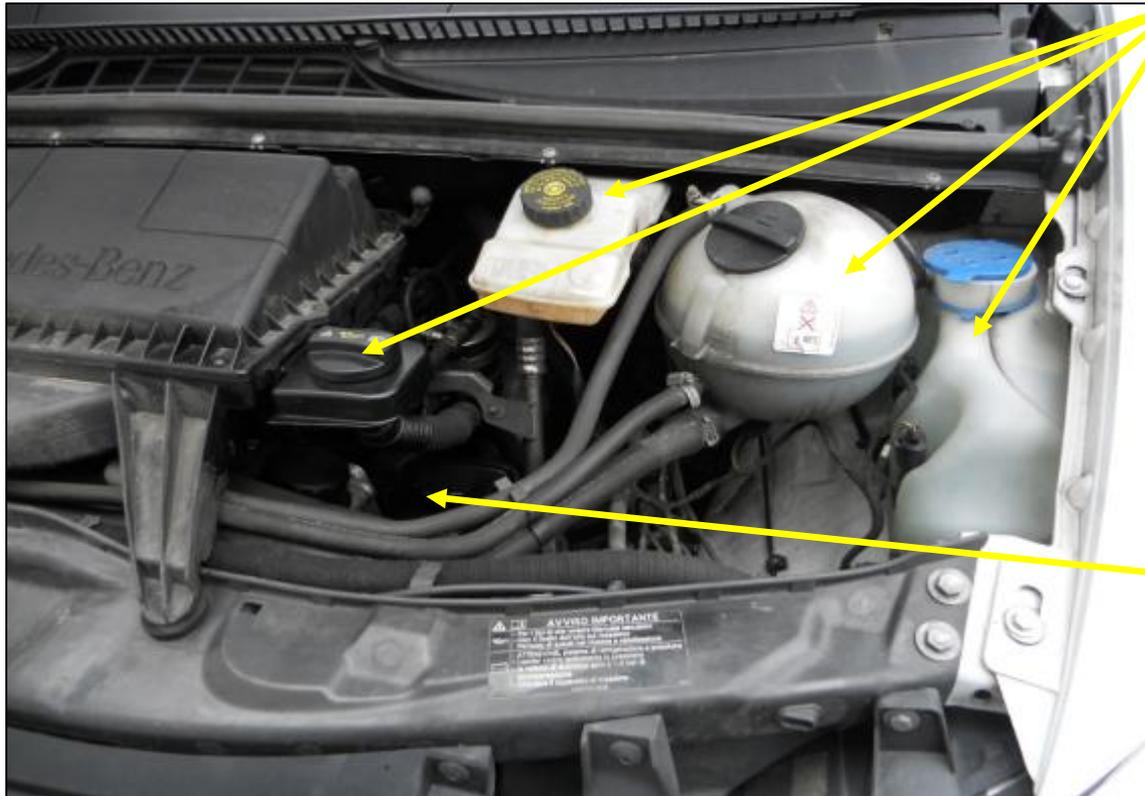


405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

HOW TO PERFORM PMCS continuation



All fluids at proper level

Engine compartment clean





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



References

- DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles
- AR 58-1, Management, Acquisition and Use of Motor Vehicles
- AR 215-1, Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities
- AR 600-55, The Army Driver and Operator Standardization Program
- AR 385-55, Prevention of Motor Vehicle Accidents
- AE Regulation 58-1, Management, Acquisition and Use of Motor Vehicles
- AE Regulation 385-55, Prevention of Motor Vehicle Accidents
- AE Regulation 600-55, The Driver and Operator Standardization Program





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Form Letters & Samples

Listing of References, AR58-1, AER58-1 & 405th LRC Vicenza TMP SOP

Unit Transportation Coordinator (UTC) Appointed by Unit Commander on Justification form part I

NTV Justification Letter on Justification form part II

NTV Request Form

Sample of all documentation MUST be inside the logbook

Sample how to fill out the Dispatch

Sample how to fill out daily PMCS Inspection sheet (IFMS & Remnant Fleet (DAForm 2404)

Sample Service Notice, Overdue service notice

Sample Unscheduled Maintenance sheet (IFMS NTV)

Sample Work Order Request DAForm 2407 (Remnant NTV)

Sample IFMS Bill-back (GSA Form 2556)

Documentation to be provided to TMP office for vehicle damage



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Form Letters & Samples

Sample SF 91 Motor Vehicle Accident Report

Sample FLIPL (DD200)

Sample Inspection form

Sample IFMS request Modification NTVs

Sample IFMS Recovery Service

Sample OF346 (NTV driver license)

Sample how to identify NTV underutilized by daily usage and km driven

TMP Recommendation

Trittico, cover plate attestation, AFI Official Veh Certificate Allied Forces Italy

Documentation required to TMP office for requesting missing WEX card

Documentation required for crossing Austria "non-Nato Country" updated 18 Feb 2016

Documentation required for vehicle going outside IFMS approved operation area (Germany, Italy, Netherland, Belgium)



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

Army Regulation (AR) 58-1



Headquarters
Department of the Army
Washington, DC
12 June 2014

*Army Regulation 58-1

Effective 12 July 2014

Motor Transportation-General

Management, Acquisition, and Use of Motor Vehicles

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This revision prescribes Department of the Army policies, responsibilities, and procedures for the management, acquisition, and use of Army-owned, Army-leased, or otherwise controlled nontactical vehicles.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also

applies to all Department of the Army civilian employees, foreign nationals, and contractors employed by the Department of the Army.

Proponent and exception authority. The proponent of this publication is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to the Director of Installation Services, Office of the Assistant Chief of Staff for Installation Management. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the Office of the Assistant Chief of Staff for Installation Management, (ATTN: DAIM-ISL). Refer to AR 25-30 for specific guidance.

Army internal control process. This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Office of the Assistant Chief of Staff for Installation Management, ATTN: DAIM-ISL, 600 Army Pentagon, Washington, DC 20310-0600.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Assistant Chief of Staff for Installation Management (DAIM-ISL), 600 Army Pentagon, Washington DC 20310-0600.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

General, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

Applicable vehicles • 1-5, page 2

Penalties for misuse of DOD motor vehicles • 1-6, page 2

Forms required • 1-7, page 2

*This regulation supersedes AR 58-1, dated 10 August 2004.

Management, Acquisition, and Use of Nontactical Vehicles



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

Army In Europe Regulation (AER) 58-1



Headquarters
United States Army Europe and Seventh Army
United States Army Installation Management Command
Europe Region
Heidelberg, Germany

Army in Europe
Regulation 58-1*

25 April 2007

Motor Transportation

Management, Acquisition, and Use of Nontactical Vehicles

*This regulation supersedes AE Regulation 58-1, 27 January 2003.

For the Director:

R. STEVEN PRATT
Acting Chief of Staff

Official:



DWAYNE J. VIERGUTZ
*Chief, Army in Europe
Document Management*

Summary. This regulation prescribes policy for managing nontactical vehicles (NTVs).

Summary of Change. This revision—

- Provides revised guidance on NTV utilization criteria (para 1-6).
- Provides revised guidance on official use of NTVs (para 1-8).
- Updates procedures for processing NTV authorization changes (para 2-3).
- Updates procedures for modifying Interagency Fleet Management System vehicles (para 2-11).
- Provides revised guidance for acquiring and managing sport utility vehicles (para 2-12).
- Incorporates Army in Europe guidance on unit reimbursement for damage to NTVs (para 2-13).
- Clarifies initiating responsibilities and processing responsibilities for financial liability investigations of NTV damage (para 2-14).
- Provides updated guidance for bus support of morale, welfare, and recreation activities (para 4-8).
- Provides revised guidance on license plates for newly acquired NTVs (para 5-5).
- Updates procedures for acquiring and managing nontactical security vehicles (chap 7).

Management,
Acquisition,
and Use of
Nontactical
Vehicles



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

TMP SOP and memo usage & reimbursement



DEPARTMENT OF THE ARMY
405TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER ITALY
UNIT 31412, BOX 14
APO AE 09630

ASEU-LVC

22 July 2015

MEMORANDUM FOR ALL SUPPORTED UNITS/ORGANIZATIONS

SUBJECT: Transportation Motor Pool (TMP) External Standing Operating Procedures (SOP)

1. Enclosed is the External SOP of the TMP.
2. This SOP is to uphold regulatory procedures and guidelines for organizations and tenant units utilizing the Logistics Readiness Center Non-Tactical Vehicle (NTV) fleet.
3. This SOP supersedes all previous editions.
4. The POC for this SOP is TMP Supervisor, DSN 637-7817, usamy.vicenza.imcom-europe.list.usag-vicenza-tmp@mail.mil

Expired certificate

X Jeffrey Schott

Signed by: SCHOTT,JEFFREY,ROBERT.1039894609

JEFFREY SCHOTT
Director Logistics Readiness Center

LRC Memo usage & reimbursement



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
405TH ARMY FIELD SUPPORT BRIGADE
LOGISTICS READINESS CENTER, VICENZA, ITALY
UNIT 31412, BOX 14
APO AE 09630

ASEU-LVC

20 February 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: General Dispatch Fleet and Recurring Dispatch Vehicle Usage/Reimbursement.

1. References:

- a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004
 - b. AE Regulation 58-1, Management, Acquisition, and Use of Non-Tactical Vehicles (NTV), 25 April 2007.
 - c. Army Reimbursable Policy, 02 October 2002
2. The 405th Army Field Support Brigade established a monthly NTV kilometer utilization standard based on programmed funding. This standard is 1,200 kilometers for assigned passenger vans, sedans and buses and 600 kilometers for assigned cargo van and pickup trucks.
 3. For Logistics Readiness Center (LRC) NTV's provided on a non-reimbursable basis, customers will be charged the General Services Administration (GSA) mileage rate for kilometers driven in excess of the standard in item 2.
 4. For LRC short term/daily use vehicles provided through the community motor pool on Caserma Ederle, customers will be charged the GSA mileage and daily use rate for all vehicles used/reserved for more than three calendar days or when the use of the vehicle is for Temporary Duty, sponsorship support, or Operational Training outside of the Vicenza Military Community footprint. A mileage fee will also be charged for all vehicles greater than 3.5 tons regardless of the number of days used.
 5. The point of contact for this memorandum is Ms. Rita Newbell-Wright, Chief, Transportation Division, LRC Italy, DSN 634-6852.

JEFFREY R. SCHOTT
Director, Logistics Readiness Center

DISTRIBUTION:
A





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Annual Justification part I (appoint UTC)

Request for Recurring Dispatch Transportation Services

Date Part I - Unit Information Fiscal Year

Unit Command
 Unit/Organization Designation
 Office Symbol
 CMR or Unit Number
 APO AE

Station of Origin

Installation Building Number

Unit Transportation Coordinator

Primary Name (Last, First, M.I. Rank/Grade)
 Phone FAX
 E-mail address (if not listed under Army Global)
 Additional contact information (optional)

Alternate Name (Last, First, M.I. Rank/Grade)
 Phone FAX
 E-mail address (if not listed under Army Global)
 Additional contact information (optional)

Unit Mission

Brief, unclassified mission statement:

Total number of vehicle assignments requested/justifications attached:

Official in Charge/Signature Block

Name
 Title/Rank
 Signature

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





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Annual Justification part II (for each vehicles)

| Request for Recurring Dispatch Transportation Services | |
|---|--|
| Date <input type="text"/> | Part II - Vehicle Justification Fiscal Year <input type="text"/> |
| Registration number of assigned vehicle (leave blank for new requirement) <input type="text"/> | |
| For IFMS vehicles use the G-Number (format G##-####E) NOT the license plate of the | |
| Recommended type of vehicle <input type="text"/> | |
| Select the most economical type of vehicle which best suits your requirement. | |
| Recommended special options <input type="text"/> | |
| List special options required for mission fulfillment only. | |
| Proposed use of vehicle | |
| Destinations <input type="text"/> | |
| Average number of hours <input type="text"/> and km <input type="text"/> vehicle will be operated per day | |
| Describe in detail what the vehicle will be used for, be specific. | |
| <input type="text"/> | |
| Remarks (What will be the impact, if this request is denied. How are you currently performing the mission?) | |
| <input type="text"/> | |
| UTC Signature appointed by Unit Official in Charge <input 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 type="text"/> % | <input type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable |
| 2nd quarter percentage of working days used <input type="text"/> % | <input type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable |
| 3rd quarter percentage of working days used <input type="text"/> % | <input type="text"/> Km Driven <input type="checkbox"/> reimbursable <input type="checkbox"/> non-reimbursable |
| 4th quarter percentage of working days used <input type="text"/> % | <input 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 | |
| <input type="text"/> | |

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





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Documentation inside green logbook



Logistic Readiness Center (LRC)



ITALY, Transportation Motor Pool

DSN 637-7819/7815 Commercial 0444-617819/7815

<http://www.italy.army.mil/tmp.asp>

Inside this logbook you will find the following documentation that **MUST** be kept on it:

1. **IFMS Fuel Card**
2. **Instruction for crossing Austria Territories "non Nato Country"**
3. **Example how to fill out the dispatch**
4. **Example how to fill out the PMCS**
5. **Instruction for Vehicle Damaged**
6. **SF91, accident report**
7. **IFMS roadside Recovery phone number**
8. **European Accident Statement to be filled up in case of accident in Austria "non NATO Country"**
9. **Envelope with tritico, cover plate certificate and AFI Official vehicle certificate for U.S allied forces in Italy**
10. **Certificate on Liability of Public Authorities for Austria (to be filled out)**
11. **Valid Austria Border Clearance for the current year**

TMP Management 21 September 2016

Instruction for crossing AUSTRIA when driving Non-tactical Vehicle (NTV)

The Defense Attache' Office (DAO) at the Embassy in Vienna informed that self-insured U.S. Governments are allowed to transit Austria provided that the drivers are in possession of a "Certificate on Liability of Public Authority properly filled out".

The following documentation are to be carried inside the vehicles, includes:

A. New Certificate on Liability of Public Authority (valid only for round trip) enclosed you will find in PDF & Word format. The unit needs to fill out the green highlighted areas:

- Unit name,
- Official registration number (use the vehicle ADM# number that you will find on the upper right side of the dispatch start with V.... or L....)
- Place, Departure date,
- Signature of the officer who has movement of the vehicle through

Austria.

Please note The U.S. Government is self-insured through NATO SOFA agreements ONLY and The Defense Attache' Office (DAO) at the Embassy in Vienna informed that self-insured U.S. Governments are allowed to transit Austria provided that the drivers are in possession of a "Certificate on Liability of Public Authority".

- B. Valid Border Clearance that will cover your round trip (make sure that covers the current year)
- C. European Accident Statement form to be filled out in case of accident.
- D. Official Travel Documentation (provided of your unit)

THE EXPENSE OF THE TRAVELLER OR UNIT FOR VEHICLES UP TO 3.5 TON:

- For vehicles up to 3.5 ton, Austria require the purchase of a TOLL STICKER prior to the vehicle entering the country (8-10 Euro) and the payment of toll road "EUROPABRUCKE BRIDGE" when at booth (18 Euro round trip). These are at the expense of the traveler or unit.

THE EXPENSE OF THE TRAVELLER OR UNIT FOR VEHICLES OVER 3.5 TON:

Information for these vehicles have been sent to ASEINAG and Austrian Authorities. Starting 17 September these vehicles are exempted of GO-BOX requirements and expenses for crossing Austria. Make sure that for each trip crossing Austria the driver is in possession of valid Border Clearance and the Certificate of Liability of Public Authorities properly filled out with the information of the vehicle (these documentation can be found on TMP website).

NOTE:

If your driver will receive any fines please ask him/her to fill out the reimbursement form (you can find it on TMP website) providing the European bank account (IBAN & BIC) for the refund, then send the driver to TMP office with copy of fine(s) and the reimbursement form filled out. TMP will forward these documentation to ASEINAG including all documentation of the vehicle to get the driver reimbursed. It might be that the reimbursement to the bank account will last around 21 days.

Reimbursement for Austria toll Sticker and toll road Expenses

Drivers will get the expense reimbursed using the PDF's that you will find on TMP website: <http://www.italy.army.mil/tmp.asp>

NOTICE THIS APPLIES ONLY FOR OFFICIAL MILITARY REGISTERED VEHICLES (ALSO WITH COVER PLATE) ON OFFICIAL BUSINESS THROUGH/IN AUSTRIA.

Inside the green logbook there should be all these documentations, check it daily, TMP will provide the missing documentation





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Dispatch sheet

WHEN IN SHOP DATES MUST BE ANNOTATED

IFMS ROADSIDE RECOVERY SERVICE 800-190783 (For ITALY)

Motor Equipment Utilization Record

IFMS

This Dispatch Expires on: **18-Aug-14**

Operator's Signature: _____

Equipment Type: AL/TOM ST WAGON, COMPACT, CL II USA # **G210242E** ADM # **L2412**

Units: 173rd BDE S44 0 Next Service Due: _____ PLATE # **EH633DC**

Report To: CARDOZZA BENJAMIN **DIESEL** At Odometer Reading: 47,066 ← **15,203**

Current Odometer: **31,863** On Date: **Jul-15** TO GO

| Date | Time | Ending | Odometer | Operator's Name (Last, First) | Rank | Signature | Fuel Used | Oil Used | Product |
|-----------|-------|---------|----------|-------------------------------|------|-------------|-----------|----------|-------------|
| 8-Aug-14 | 18:43 | 19:00 | 31896 | LOWE NICHOLAS | | [Signature] | 10 L | | TORRÀ |
| 09-AUG-14 | 08:05 | 10:15 | 31924 | VAROTTO FABRIZIO | | [Signature] | | | LONGARÉ |
| 09-AUG-14 | 11:30 | 13:45 | 31950 | CALABROTTI FABRIZIO | | [Signature] | | | LEPRINO |
| 09-AUG-14 | 14:30 | 16:00 | 31980 | LITTEPERO FABRIZIO | | [Signature] | | | DEL DIN |
| 09-AUG-14 | 07:00 | 11:00 | 32200 | MOLLA FABRIZIO | | [Signature] | 15 L | | VENICE |
| 09-AUG-14 | | IN SHOP | | | | | | | |
| 10-AUG-14 | | IN SHOP | | | | | | | |
| 11-AUG-14 | | IN SHOP | | | | | | | |
| 12-AUG-14 | | IN SHOP | | | | | | | |
| 13-AUG-14 | | IN SHOP | | | | | | | |
| 14-AUG-14 | 08:30 | 11:00 | 32520 | ENGELANO FABRIZIO | | [Signature] | 20 L | | MILANO |
| 15-AUG-14 | 10:00 | 11:00 | 32600 | LOBL ALESSANDRO | | [Signature] | | | VENICE |
| 15-AUG-14 | 16:30 | 18:00 | 32720 | PIEDIMONTE ANTONIO | | [Signature] | | | TORRÀ |
| 15-AUG-14 | 09:00 | 11:00 | 33048 | PIRELLI THOMAS | | [Signature] | 15 L | | MILANO |
| 16-AUG-14 | 08:00 | 11:30 | 33060 | MORROW RANDY | | [Signature] | | | DEL DIN |
| 17-AUG-14 | 14:00 | 16:30 | 33085 | KINARD JAMES | | [Signature] | | | LEPRINO |
| 18-AUG-14 | 08:30 | 11:00 | 33094 | LOWE NICHOLAS | | [Signature] | 15 L | | RE-DISPATCH |

Release by: _____ Date: _____ Signature: _____

INSTRUCTIONS: Start a new line upon every operator change and for every other date where that all columns are completed including the Total Days Driven, Total Fuel, and Total Oil at the end of the month.

FOR USE: The use of this duty vehicle for other than official purposes is prohibited and, if used, may result in corrective/disciplinary action.

In conformità con AE 55-1 l'uso di questo veicolo trainato per scopi ufficiali è proibito, nei casi di infrazione, può provocare un azione disciplinare.

When the dispatch is already expired send it to TMP distribution list for renewal: usarmy.vicenza.incom-europe.list.usag.vicenza-trp@mail.mil

Date Printed: 8-Aug-14 FAX 634-8918 637-78102818 CIV Phone 0039 04448179101910

Sample how to fill out the dispatch

- 1 Verify expiration date
- 2 Verify (whatever comes first) when the next service due at odometer reading or on date
- 3 Fill out dispatch daily when vehicle is used
- 4
- 5 When in shop dates MUST be annotated





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



PMCS sheet

Non-Tactical Vehicle PMCS Checklist

STARTING DATE: 6 Aug 14, ADDRESS: 13612, USAF: "021042E", NOTE: DO NOT REMOVE SEATS!

PRIOR TO OPERATION / PRIMA DI FUNZIONAMENTO

| Item | Pass | Fail | Remarks |
|--|------|------|---------|
| 1. Check vehicle for damage / Verificare eventuali danni al veicolo | ✓ | | |
| 2. Check windows for cracks and cleanliness / Verificare eventuali crepe e tracce di fango o fessure al vetro del veicolo | ✓ | | |
| 3. Check headlights, taillights, brake lights and turn signals / Controllare luci anteriori, posteriori, stop, freno a mano e indicatori | ✓ | | |
| 4. Check and adjust mirrors / Controllare e regolare gli specchi | ✓ | | |
| 5. Check oil/water/wash/windshield washer and horn / Controllare i sistemi idraulici, acqua lavavetro e clacson | ✓ | | |
| 6. Check tire (s) - ensure for correct, correct or break, proper pressure and tread / Controllare stato della gommatura/ruota, di pneumatici, pressione, eventuali altri danni gomma o pneumatico | ✓ | | |
| 7. Check for potholes under vehicle, i.e. constant, oil, etc. / Controllare eventuali sospetti sotto al veicolo/ruota o pneumatico | ✓ | | |
| 8. Check oil level of the engine / Controllare livello dell'olio | ✓ | | |
| 9. Check coolant level / Controllare livello scambiatore liquido di raffreddamento | ✓ | | |
| 10. Check water hoses and fan belt / Controllare tubi acqua refrigerante e cinghia motore raffreddamento motore | ✓ | | |
| 11. On vehicles with air brakes - air valve released and the instrument air pressure must be gained before departing / Verificare che l'aria del sistema di frenata sia rilasciata e che la pressione dell'aria sia sufficiente prima di lasciare il veicolo | ✓ | | |
| 12. Check if park, warning triangle first aid kit and warning seat are in the vehicle / Controllare se il veicolo dispone di: seggiolino di sicurezza, primo soccorso, kit di pronto soccorso, kit di pronto soccorso, kit di pronto soccorso | ✓ | | |

WHILE ENGINE IS RUNNING / CON IL MOTORE ACCESO

| Item | Pass | Fail | Remarks |
|--|------|------|---------|
| 1. Check operation fuel and water air systems / Verificare il corretto funzionamento dei sistemi di alimentazione, acqua e aria | ✓ | | |
| 2. Check for leaks: water, oil, brake and cooling system, engine coolant / Controllare perdite di acqua, olio, acqua e refrigerante | ✓ | | |
| 3. Check for leaks in water reservoir / Controllare perdite di acqua nel serbatoio dell'acqua | ✓ | | |
| 4. Check for leaks in oil / Controllare perdite di olio | ✓ | | |
| 5. Check for leaks in brake / Controllare perdite di liquido frenata | ✓ | | |
| 6. Check for leaks in cooling system / Controllare perdite di liquido di raffreddamento | ✓ | | |
| 7. Check for leaks in air / Controllare perdite di aria | ✓ | | |
| 8. Check for leaks in electrical system / Controllare perdite di corrente elettrica | ✓ | | |
| 9. Check for leaks in hydraulic system / Controllare perdite di liquido idraulico | ✓ | | |
| 10. Check for leaks in fuel system / Controllare perdite di carburante | ✓ | | |
| 11. Check for leaks in exhaust system / Controllare perdite di gas di scarico | ✓ | | |
| 12. Check for leaks in transmission system / Controllare perdite di liquido di trasmissione | ✓ | | |
| 13. Check for leaks in steering system / Controllare perdite di liquido di sterzo | ✓ | | |
| 14. Check for leaks in suspension system / Controllare perdite di liquido di sospensione | ✓ | | |
| 15. Check for leaks in power steering / Controllare liquido olio sterzo | ✓ | | |
| 16. Check vehicle - ensure you fit in the proper seat / Verificare stato del veicolo - assicurarsi di sedersi correttamente nel sedile | ✓ | | |
| 17. Check vehicle and driver posture / Verificare postura del conducente e del veicolo | ✓ | | |
| 18. Check oil level (s) - ensure / Controllare livello olio (s) - assicurarsi | ✓ | | |
| 19. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 20. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 21. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 22. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 23. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 24. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 25. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 26. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 27. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 28. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 29. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 30. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |

DURING THE OPERATION / DURANTE LA GUIDA

| Item | Pass | Fail | Remarks |
|--|------|------|---------|
| 1. Check for leaks: water, oil, brake and cooling system, engine coolant / Controllare perdite di acqua, olio, acqua e refrigerante | ✓ | | |
| 2. Check for leaks in water reservoir / Controllare perdite di acqua nel serbatoio dell'acqua | ✓ | | |
| 3. Check for leaks in oil / Controllare perdite di olio | ✓ | | |
| 4. Check for leaks in brake / Controllare perdite di liquido frenata | ✓ | | |
| 5. Check for leaks in cooling system / Controllare perdite di liquido di raffreddamento | ✓ | | |
| 6. Check for leaks in air / Controllare perdite di aria | ✓ | | |
| 7. Check for leaks in electrical system / Controllare perdite di corrente elettrica | ✓ | | |
| 8. Check for leaks in hydraulic system / Controllare perdite di liquido idraulico | ✓ | | |
| 9. Check for leaks in fuel system / Controllare perdite di carburante | ✓ | | |
| 10. Check for leaks in exhaust system / Controllare perdite di gas di scarico | ✓ | | |
| 11. Check for leaks in transmission system / Controllare perdite di liquido di trasmissione | ✓ | | |
| 12. Check for leaks in steering system / Controllare perdite di liquido di sterzo | ✓ | | |
| 13. Check for leaks in suspension system / Controllare perdite di liquido di sospensione | ✓ | | |
| 14. Check for leaks in power steering / Controllare liquido olio sterzo | ✓ | | |
| 15. Check vehicle - ensure you fit in the proper seat / Verificare stato del veicolo - assicurarsi di sedersi correttamente nel sedile | ✓ | | |
| 16. Check vehicle and driver posture / Verificare postura del conducente e del veicolo | ✓ | | |
| 17. Check oil level (s) - ensure / Controllare livello olio (s) - assicurarsi | ✓ | | |
| 18. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 19. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 20. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 21. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 22. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 23. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 24. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 25. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 26. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 27. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 28. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 29. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 30. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |

AT HALT / IN SOSTA

| Item | Pass | Fail | Remarks |
|---|------|------|---------|
| 1. Check windows and lights as needed / Make sure to be in proper seat / Verificare stato del veicolo - assicurarsi di sedersi correttamente nel sedile | ✓ | | |
| 2. Check for leaks: water, oil, brake and cooling system, engine coolant / Controllare perdite di acqua, olio, acqua e refrigerante | ✓ | | |
| 3. Check for leaks in water reservoir / Controllare perdite di acqua nel serbatoio dell'acqua | ✓ | | |
| 4. Check for leaks in oil / Controllare perdite di olio | ✓ | | |
| 5. Check for leaks in brake / Controllare perdite di liquido frenata | ✓ | | |
| 6. Check for leaks in cooling system / Controllare perdite di liquido di raffreddamento | ✓ | | |
| 7. Check for leaks in air / Controllare perdite di aria | ✓ | | |
| 8. Check for leaks in electrical system / Controllare perdite di corrente elettrica | ✓ | | |
| 9. Check for leaks in hydraulic system / Controllare perdite di liquido idraulico | ✓ | | |
| 10. Check for leaks in fuel system / Controllare perdite di carburante | ✓ | | |
| 11. Check for leaks in exhaust system / Controllare perdite di gas di scarico | ✓ | | |
| 12. Check for leaks in transmission system / Controllare perdite di liquido di trasmissione | ✓ | | |
| 13. Check for leaks in steering system / Controllare perdite di liquido di sterzo | ✓ | | |
| 14. Check for leaks in suspension system / Controllare perdite di liquido di sospensione | ✓ | | |
| 15. Check for leaks in power steering / Controllare liquido olio sterzo | ✓ | | |
| 16. Check vehicle - ensure you fit in the proper seat / Verificare stato del veicolo - assicurarsi di sedersi correttamente nel sedile | ✓ | | |
| 17. Check vehicle and driver posture / Verificare postura del conducente e del veicolo | ✓ | | |
| 18. Check oil level (s) - ensure / Controllare livello olio (s) - assicurarsi | ✓ | | |
| 19. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 20. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 21. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 22. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 23. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 24. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 25. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 26. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 27. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 28. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 29. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |
| 30. Check air level (s) - ensure / Controllare livello pneumatico (s) - assicurarsi | ✓ | | |

DEFICIENCIES:

| | |
|--------------------------|-----------------------|
| LEFT REAR BRAKE LIGHT ON | (LOWE JOURNAL 14 AUG) |
| WINDSHIELD CRACKED | (LOWE NICHOLAI 19AUG) |
| WINDSHIELD WIPER FLUID | (LOWE NICHOLAI 19AUG) |

Sample how to fill out the PMCS

Each driver after performing PMCS has to sign this form indicating date that was performed

ALL DEFICIENCIES IDENTIFIED **MUST** BE ANNOTATED ON REMARK BLOCK, DRIVER HAS TO NOTIFY THE UTC AND VEHICLE MUST BE DRIVEN (IF SAFE) AT CLOSEST TMP IN ORDER TO CORRECT ALL DEFICIENCIES



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Service notice, Overdue Service notice

You will receive an email from TMP dispatcher the first week of each month providing the vehicle/s that is/are scheduled for **regular maintenance** for the month, upon notification of this email you have 10 calendar days to bring the vehicle to TMP (please remove all personal items from the vehicle, TMP is not responsible for items missing when the vehicle is turn in). If the 20th of the month the unit failed to bring the vehicle, TMP will take action to confiscate the vehicle with our spare keys.

TMP will not dispatch a loaner vehicle for vehicle in maintenance facilities for regular scheduled maintenance.

I recommend you to instruct your drivers to perform the daily PMCS checklist that is attached to the dispatch IT MUST BE PERFORMED DAILY CHECKING ALL MARK BLOCK, deficiencies found MUST BE ANNOTATED on PMCS checklist (see bottom block) and notify to TMP office, TMP dispatcher will provide to the driver an "UNSCHEDULED MAINTENANCE SHEET" in order to take the vehicle to an Authorized Mechanic Vendor to have it repaired



405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Service notice, Overdue Service notice continuation

Will be Unit/driver responsibility to take the vehicle to the designated IFMS vendor and annotate on the dispatch the days when the vehicle is in shop.

Note: annotating these days on the dispatch the days will not be counting as days that vehicle could have been used.

I also recommend to you prior to submit a request for a TMP vehicle in General dispatch, to use your current assigned vehicles; this way your vehicles could meet the required utilizations criteria.





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Schedule/Unscheduled Maintenance Form (IFMS vehicle)

Unscheduled Maintenance Request Form

| | | | |
|---|---|---|----------------------------|
| | ★ G 2 1 0 3 1 2 E ★ | | 4-May-15 |
| G Stricken G210312E | Admin# L2615 | Make / Marca: FORD | Model / Modello: MONDEO |
| VIN# WF0GXXGBBGES30524 | | Power plant/veicolo DF969ZY | KM del veicolo 18011 |
| Unit / Sezione USAG GARRISON 634-7624 | Driver / Operatore: ADAMS BRITTANY 01-762 | IFMS VENDOR / OFFICINA BIBSON, Via Nazionale 38, Grunolo delle Abbadese, 0444-210846 | |

Complete and present this form to an IFMS Vendor
to request unscheduled maintenance.

Completa e presenta questo formato ad una officina IFMS per la richiesta di manutenzione
non programmata.

Circle and Briefly Explain Any Deficiencies in the following:
Di sotto le anomalie riscontrate dall'autista:

| | | | |
|---|--|-------------------------------------|--|
| Air Conditioner Condizionatore dell'aria | | Radiator Radiatore | |
| Alternator-Battery Alternatore-Batteria | | Starter Motore Avviamento | |
| Body Damage Danni Carrozzeria | | Steering Sterzo | |
| Brakes-Clutch Freni-Frizione | | Tires Pneumatici | |
| Engine Motore | | Transmission Cambio | |
| Exhaust Scarico | | Windshield Washer Lava Vetri | |
| Heater-Defroster Riscaldamento-Infestatore | | Windshield Wipers Spazzole Terzi | |
| Leak Perdite Capote | | Windshield Vetro | |
| Light-Turn Signal Lati - Freccia | | Other altri guasti | |

Remarks / osservazioni :

| | | | |
|---|--------------------------------|---|--------------------------------|
| SISTEMARE RETROVISORE DX | | | |
| * Completare da parte dell'officina | data veicolo arrivato officina | data completato | km all'arrivo al ritiro |
| Quando il veicolo è pronto per il ritiro si prega compilare la data di arrivo del veicolo in officina, la data in cui è stato completato e i km presenti del veicolo e di mandare copia del presente foglio al FAX dell'ufficio TMP, sarà nostro compito avvisare l'unità per fare prelevare il veicolo | | TMP FAX 0444716918 From outside Italy 00390444716918 | TMP phone # 0444617815\7819 |

Come di consueto, prima di procedere alla riparazione inviare il preventivo di spesa per l'autorizzazione all'ufficio EURO IFMS di Livorno: FAX 050-548275 e contattare EURO IFMS di Livorno, Mr. Del Gaudio Ciro 050-548276 o contattare EURO IFMS di Vicenza, Ms. Riello Carla 0444-718652

All Deficiencies reported by driver will be annotated in Italian on remark block, copy of it will be provided to the driver which will deliver this copy and the vehicle to the designated IFMS vendor



405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Scheduled/Unscheduled Maintenance Form (Remnant Fleet Veh)

* P A D I Q E *

FOR REMNANT FLEET VEHICLES

| | | | | |
|--|-------------------------------|--|--|---|
| MAINTENANCE REQUEST <small>For use of this form see DA FORM 2407-1 and 2407-1-1 The equipment agency is DCS/LOG</small> | | FORM NO 1 | NO OF PAGES 1 | REGULATORY CONTROL SYMBOL DCLD-1007 (R1) |
| SECTION I - CUSTOMER DATA | | SECTION II - MAINTENANCE ACTIVITY DATA | | |
| 1a. US CUSTOMER NAME WEV548 | 1b. CUSTOMER UNIT 68888888 | 1c. PHONE NO 837-78182818 | 2a. WORKORDER NUMBER (NONE) | 2b. SHOP |
| 3a. UNSUBJECT CODE V | 3b. CYCLES/CODE V | 3c. MGR | 4a. UNIT SUPPORT DAY | 4b. SUPPORT UNIT NAME |
| SECTION III - EQUIPMENT DATA | | SECTION IV - DEFICIENCY DATA | | |
| 5a. PART NO 2330-01-090-7917 | 5b. MODEL VIBERT1 | 5c. SERIAL NO 830P12 | 6a. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) | 6b. MILS/LONGEST/SHORTEST DURATION 3975 |
| 7a. OAS INVOICE NO | 7b. OIC | 8a. SERIAL NUMBER ZCV268135-0000000 | 8b. QTY IN NO 1 | 9a. PROJECT CODE V1383 |
| 10. MALFUNCTION DESCRIPTION (For DML, include support unit) | | 11. PROJECT CODE V1383 | 12. ACCOUNT PROCESSING CODE | 13. IN WARRANTY? (Mark Y or N) |
| 14. DEFICIENCY DESCRIPTION (For DML, include support unit) | | 15. RESPONSIBLE CODE (Enter if changed customer order #) | 16. LEVEL OF WORK | 17. SIGNATURE |
| 18. DEFICIENCY REPAIRS (On the basis of COMPLETE CHECKOUT AND CORRECTIVE PROCEDURES IN EQUIPMENT (MILS) TO 2407-1-1) | | | | |
| 19. ANNUAL SERVICE | | | | |
| 20. REMARKS | | | | |
| 21. TECHNICAL REFERENCES | | | | |
| REGISTRATION #: PAD1QE POC: Mr. Masina Gabriele gabriele.masina2.in@mail.mil | | | | |
| SECTION V - PART REQUIREMENTS DATA | | | | |
| 22a. REQ INPUT ACT CD | 22b. REQ ACT CD | 22c. REQ DESCRIPTION | 22d. QTY TO BE | 22e. QTY CENTER |
| 22f. QTY FAILURE | 22g. QTY INVT | 22h. QTY INVT | 22i. QTY INVT | 22j. QTY INVT |
| SECTION VI - PART REQUIREMENTS | | | | |
| 23a. REQ INPUT ACT CD | 23b. REQ PART NO | 23c. REQ QTY | 23d. REQ QTY | 23e. REQ QTY |
| 23f. REQ QTY | 23g. REQ QTY | 23h. REQ QTY | 23i. REQ QTY | 23j. REQ QTY |
| SECTION VII - COMPLETION DATA | | | | |
| 24a. CITY | 24b. CITY | 24c. EVAL SIGN | 24d. EVAL UNIT NAME | |
| SECTION VIII - ACTION SIGNATURES | | | | |
| 25a. SUBMITTED BY | 25b. ACCEPTED BY | 25c. DATE | 25d. WORK STARTED BY | 25e. DIRECTED BY |
| 25f. DATE | 25g. STATUS | 25h. TIME | 25i. STATUS | 25j. DATE |

All Deficiencies reported by driver will be annotated on remark block, copy of it will be provided to the driver which will deliver this copy and the vehicle to IMMA side





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Sample of IFMS Bill Back

IFMS Bill Back

01/28/2015 GSA FORM 2556 01:56:37
MISC CHARGES & ADJUST

| TAG | CUSTOMER | FUND CODE | TRANS DATE | |
|---------------------------|---------------------|-----------|------------|-------|
| G32-0232E | 03-21-00-2129SD-101 | ZG | 01/2015 | |
| ACCT 1 | ACCT 2 | | | |
| A0209603 | INCIDENT | | | |
| SALES CODE | CREDIT | DAYS USED | COST ACCT | MILES |
| V3 | | | 161 | 83644 |
| DESCRIPTION: CARR. AURORA | | | \$1165.75 | |
| INVOICE#36 EURO 956.00 | | | \$0.00 | |
| BODY DAMAGE | | | \$0.00 | |
| | | | \$0.00 | |
| TOTAL AMOUNT | | | \$1165.75 | |

TRANSACTION ENTERED BY : EWS8 LOCKED CIRO DEL GAUD

SIGNATURE FOR RECEIVING AGENCY _____ DATE _____

SIGNATURE FOR FMC _____ DATE _____

NOTE TO CUSTOMER:
THIS IS NOT A BILL. THIS TRANSACTION WILL BE INCLUDED
IN YOUR MONTHLY VEHICLE BILLING. FOR FURTHER INFORMATION
CALL (DSN) 634-8652

PLEASE VERIFY YOUR ADDRESS AND PHONE NUMBERS. IF CORRECTIONS
ARE NEEDED, CALL YOUR FLEET SERVICE REPRESENTATIVE (FSR).

IF YOUR E-MAIL ADDRESS BELOW IS MISSING OR INCORRECT,
CALL YOUR FSR.

IF YOU ARE NOT THE CERTIFYING OFFICIAL, PLEASE FORWARD THIS
FORM AND ALL ATTACHMENTS TO YOUR BILL PAYING OFFICE.

MR. VAROTTO
LRC VICENZA
TMP

VICENZA AE 09630

TELEPHONE: (637) 7817 EXT:
FAX: ()
E-MAIL: FABRIZIO.VAROTTO.LN@MAIL.MIL

Sample of IFMS Bill Back
Charges for vehicle damaged
\$ 1,165.75





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Documentation required for vehicle damaged

NTV DAMAGED or NOT DAMAGED BUT A THIRD PARTY VEHICLE INVOLVED OR DAMAGE DISCOVERED WHILE PERFORMING DAILY PMCS

1. NOTIFY YOUR UNIT TRANSPORTATION COORDINATOR
2. REPORT TO PMO OFFICE TO DO AN MP REPORT (REQUIRED BY AR 190-45)
3. NOTIFY TO TMP OFFICE PROVIDING THE FOLLOWING DOCUMENTATION:
 - COPY OF DRIVER LICENSE (OF346)
 - COPY OF THE DISPATCH
 - SF91 (MOTOR VEHICLE ACCIDENT REPORT) COMPLETE WITH A SIGNATURE OF DRIVER'S SUPERVISOR (SECTION X)
 - DRIVER SWORN STATEMENT
 - VEHICLE AT TMP TO TAKE PHOTO OF DAMAGE
 - VEHICLE TO IFMS BODY SHOP FOR AN ESTIMATE (SHOP LOCATION WILL BE PROVIDED BY TMP OFFICE)
 - POC FOR SUBMITTING THE FLIPL PACKAGE
4. WHEN THE VEHICLE AT TMP CALL PMO 634-7626 AND ASK A PATROL COME OVER TO FILL OUT SF91 SECTION VII (POLICE INFORMATION) AND TAKE SOME PICTURES, PROVIDE COPY OF ALL DOCUMENTATION TO THEM
5. TMP WILL NOTIFY THE UNIT TRANSPORTATION COORDINATOR WHEN THE VEHICLE CAN BE BROUGHT TO IFMS DEALER FOR REPAIRS AND WHEN IS READY TO BE PICKED UP

At point 3 all documentation that **MUST** be provided to TMP office when a damage of NTV has been identified

NOTE: IF THE DAMAGE REPORTED WILL NOT MAKE THE VEHICLE SAFE, THE VEHICLE WILL NOT BE RE-DISPATCHED AND WILL BE BROUGHT THE IFMS VENDOR FOR REPAIRS





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Sample SF91 Motor Vehicle Accident Report

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER NAME (Last, first, middle)
2. DRIVER LICENSE NUMBER (State)
3. THE IDENTIFICATION NUMBER
4. EST. REPAIR COST
5. MAKE OF VEHICLE
6. YEAR OF VEHICLE
7. MAKE AND MODEL
8. TYPE OF VEHICLE
9. LICENSE PLATE NUMBER
10. VEHICLE TYPE
11. VEHICLE COLOR
12. VEHICLE MAKE AND MODEL
13. VEHICLE TYPE
14. VEHICLE MAKE AND MODEL
15. VEHICLE TYPE
16. VEHICLE MAKE AND MODEL
17. VEHICLE TYPE
18. VEHICLE MAKE AND MODEL
19. VEHICLE TYPE
20. VEHICLE MAKE AND MODEL
21. VEHICLE TYPE
22. VEHICLE MAKE AND MODEL
23. VEHICLE TYPE
24. VEHICLE MAKE AND MODEL
25. VEHICLE TYPE
26. VEHICLE MAKE AND MODEL
27. VEHICLE TYPE
28. VEHICLE MAKE AND MODEL
29. VEHICLE TYPE
30. VEHICLE MAKE AND MODEL
31. VEHICLE TYPE
32. VEHICLE MAKE AND MODEL
33. VEHICLE TYPE
34. VEHICLE MAKE AND MODEL
35. VEHICLE TYPE
36. VEHICLE MAKE AND MODEL
37. VEHICLE TYPE
38. VEHICLE MAKE AND MODEL
39. VEHICLE TYPE
40. VEHICLE MAKE AND MODEL
41. VEHICLE TYPE
42. VEHICLE MAKE AND MODEL
43. VEHICLE TYPE
44. VEHICLE MAKE AND MODEL
45. VEHICLE TYPE
46. VEHICLE MAKE AND MODEL
47. VEHICLE TYPE
48. VEHICLE MAKE AND MODEL
49. VEHICLE TYPE
50. VEHICLE MAKE AND MODEL
51. VEHICLE TYPE
52. VEHICLE MAKE AND MODEL
53. VEHICLE TYPE
54. VEHICLE MAKE AND MODEL
55. VEHICLE TYPE
56. VEHICLE MAKE AND MODEL
57. VEHICLE TYPE
58. VEHICLE MAKE AND MODEL
59. VEHICLE TYPE
60. VEHICLE MAKE AND MODEL
61. VEHICLE TYPE
62. VEHICLE MAKE AND MODEL
63. VEHICLE TYPE
64. VEHICLE MAKE AND MODEL
65. VEHICLE TYPE
66. VEHICLE MAKE AND MODEL
67. VEHICLE TYPE
68. VEHICLE MAKE AND MODEL
69. VEHICLE TYPE
70. VEHICLE MAKE AND MODEL
71. VEHICLE TYPE
72. VEHICLE MAKE AND MODEL
73. VEHICLE TYPE
74. VEHICLE MAKE AND MODEL
75. VEHICLE TYPE
76. VEHICLE MAKE AND MODEL
77. VEHICLE TYPE
78. VEHICLE MAKE AND MODEL
79. VEHICLE TYPE
80. VEHICLE MAKE AND MODEL
81. VEHICLE TYPE
82. VEHICLE MAKE AND MODEL
83. VEHICLE TYPE
84. VEHICLE MAKE AND MODEL
85. VEHICLE TYPE
86. VEHICLE MAKE AND MODEL
87. VEHICLE TYPE
88. VEHICLE MAKE AND MODEL
89. VEHICLE TYPE
90. VEHICLE MAKE AND MODEL
91. VEHICLE TYPE
92. VEHICLE MAKE AND MODEL
93. VEHICLE TYPE
94. VEHICLE MAKE AND MODEL
95. VEHICLE TYPE
96. VEHICLE MAKE AND MODEL
97. VEHICLE TYPE
98. VEHICLE MAKE AND MODEL
99. VEHICLE TYPE
100. VEHICLE MAKE AND MODEL

SECTION IV - ACCIDENT TIME AND LOCATION

1. DATE OF ACCIDENT
2. TIME OF ACCIDENT
3. PLACE OF ACCIDENT
4. TYPE OF ACCIDENT
5. TYPE OF ROAD
6. TYPE OF WEATHER
7. TYPE OF SURFACE
8. TYPE OF LIGHTING
9. TYPE OF VISIBILITY
10. TYPE OF WIND
11. TYPE OF TEMPERATURE
12. TYPE OF HUMIDITY
13. TYPE OF PRECIPITATION
14. TYPE OF MOON
15. TYPE OF STARS
16. TYPE OF PLANETS
17. TYPE OF COMETS
18. TYPE OF METEORS
19. TYPE OF AURORAS
20. TYPE OF SOLAR FLARES
21. TYPE OF COSMIC RAYS
22. TYPE OF GRAVITATIONAL WAVES
23. TYPE OF DARK MATTER
24. TYPE OF DARK ENERGY
25. TYPE OF QUANTUM ENTANGLEMENT
26. TYPE OF SUPERNOVAE
27. TYPE OF BLACK HOLES
28. TYPE OF NEUTRON STARS
29. TYPE OF PULSARS
30. TYPE OF WHITE DWARFS
31. TYPE OF RED DWARFS
32. TYPE OF ORANGE DWARFS
33. TYPE OF YELLOW DWARFS
34. TYPE OF GREEN DWARFS
35. TYPE OF BLUE DWARFS
36. TYPE OF BROWN DWARFS
37. TYPE OF PLEISTOCENE
38. TYPE OF HOLOCENE
39. TYPE OF GELASIAN
40. TYPE OF MISCHINGLIAN
41. TYPE OF BRUNNEN
42. TYPE OF MAMMUT
43. TYPE OF WOOLLY RHINOCEROS
44. TYPE OF MEGALOTHELIUM
45. TYPE OF MEGALONYX
46. TYPE OF MEGALOMAMMOTH
47. TYPE OF MEGALOMASTODON
48. TYPE OF MEGALOMASTODONTID
49. TYPE OF MEGALOMASTODONTID
50. TYPE OF MEGALOMASTODONTID
51. TYPE OF MEGALOMASTODONTID
52. TYPE OF MEGALOMASTODONTID
53. TYPE OF MEGALOMASTODONTID
54. TYPE OF MEGALOMASTODONTID
55. TYPE OF MEGALOMASTODONTID
56. TYPE OF MEGALOMASTODONTID
57. TYPE OF MEGALOMASTODONTID
58. TYPE OF MEGALOMASTODONTID
59. TYPE OF MEGALOMASTODONTID
60. TYPE OF MEGALOMASTODONTID
61. TYPE OF MEGALOMASTODONTID
62. TYPE OF MEGALOMASTODONTID
63. TYPE OF MEGALOMASTODONTID
64. TYPE OF MEGALOMASTODONTID
65. TYPE OF MEGALOMASTODONTID
66. TYPE OF MEGALOMASTODONTID
67. TYPE OF MEGALOMASTODONTID
68. TYPE OF MEGALOMASTODONTID
69. TYPE OF MEGALOMASTODONTID
70. TYPE OF MEGALOMASTODONTID
71. TYPE OF MEGALOMASTODONTID
72. TYPE OF MEGALOMASTODONTID
73. TYPE OF MEGALOMASTODONTID
74. TYPE OF MEGALOMASTODONTID
75. TYPE OF MEGALOMASTODONTID
76. TYPE OF MEGALOMASTODONTID
77. TYPE OF MEGALOMASTODONTID
78. TYPE OF MEGALOMASTODONTID
79. TYPE OF MEGALOMASTODONTID
80. TYPE OF MEGALOMASTODONTID
81. TYPE OF MEGALOMASTODONTID
82. TYPE OF MEGALOMASTODONTID
83. TYPE OF MEGALOMASTODONTID
84. TYPE OF MEGALOMASTODONTID
85. TYPE OF MEGALOMASTODONTID
86. TYPE OF MEGALOMASTODONTID
87. TYPE OF MEGALOMASTODONTID
88. TYPE OF MEGALOMASTODONTID
89. TYPE OF MEGALOMASTODONTID
90. TYPE OF MEGALOMASTODONTID
91. TYPE OF MEGALOMASTODONTID
92. TYPE OF MEGALOMASTODONTID
93. TYPE OF MEGALOMASTODONTID
94. TYPE OF MEGALOMASTODONTID
95. TYPE OF MEGALOMASTODONTID
96. TYPE OF MEGALOMASTODONTID
97. TYPE OF MEGALOMASTODONTID
98. TYPE OF MEGALOMASTODONTID
99. TYPE OF MEGALOMASTODONTID
100. TYPE OF MEGALOMASTODONTID

SECTION VII - EXTRA DETAILS

1. DRIVER'S SIGNATURE AND DATE
2. DRIVER'S TITLE
3. DRIVER'S ADDRESS
4. DRIVER'S PHONE NUMBER
5. DRIVER'S SOCIAL SECURITY NUMBER
6. DRIVER'S MARITAL STATUS
7. DRIVER'S RELIGION
8. DRIVER'S RACE
9. DRIVER'S ETHNICITY
10. DRIVER'S SEX
11. DRIVER'S AGE
12. DRIVER'S HEIGHT
13. DRIVER'S WEIGHT
14. DRIVER'S HAIR COLOR
15. DRIVER'S EYE COLOR
16. DRIVER'S BLOOD TYPE
17. DRIVER'S ALLERGIES
18. DRIVER'S MEDICAL CONDITIONS
19. DRIVER'S EDUCATION
20. DRIVER'S EMPLOYMENT HISTORY
21. DRIVER'S CRIMINAL RECORD
22. DRIVER'S TRAVEL HISTORY
23. DRIVER'S FOREIGN RESIDENCE
24. DRIVER'S FOREIGN PASSPORTS
25. DRIVER'S FOREIGN VISA
26. DRIVER'S FOREIGN DRIVING LICENSE
27. DRIVER'S FOREIGN REGISTRATION
28. DRIVER'S FOREIGN TAX ID NUMBER
29. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
30. DRIVER'S FOREIGN HEALTH INSURANCE
31. DRIVER'S FOREIGN LIFE INSURANCE
32. DRIVER'S FOREIGN PENSION
33. DRIVER'S FOREIGN ANNUITY
34. DRIVER'S FOREIGN RETIREMENT
35. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
36. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
37. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
38. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
39. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
40. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
41. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
42. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
43. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
44. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
45. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
46. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
47. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
48. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
49. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
50. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
51. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
52. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
53. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
54. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
55. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
56. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
57. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
58. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
59. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
60. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
61. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
62. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
63. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
64. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
65. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
66. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
67. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
68. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
69. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
70. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
71. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
72. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
73. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
74. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
75. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
76. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
77. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
78. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
79. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
80. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
81. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
82. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
83. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
84. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
85. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
86. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
87. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
88. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
89. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
90. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
91. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
92. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
93. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
94. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
95. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
96. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
97. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
98. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
99. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER
100. DRIVER'S FOREIGN SOCIAL SECURITY NUMBER

SECTION III - ACCIDENT INVESTIGATION DATA

1. NAME
2. DATE
3. NAME
4. DATE
5. NAME
6. DATE
7. NAME
8. DATE
9. NAME
10. DATE
11. NAME
12. DATE
13. NAME
14. DATE
15. NAME
16. DATE
17. NAME
18. DATE
19. NAME
20. DATE
21. NAME
22. DATE
23. NAME
24. DATE
25. NAME
26. DATE
27. NAME
28. DATE
29. NAME
30. DATE
31. NAME
32. DATE
33. NAME
34. DATE
35. NAME
36. DATE
37. NAME
38. DATE
39. NAME
40. DATE
41. NAME
42. DATE
43. NAME
44. DATE
45. NAME
46. DATE
47. NAME
48. DATE
49. NAME
50. DATE
51. NAME
52. DATE
53. NAME
54. DATE
55. NAME
56. DATE
57. NAME
58. DATE
59. NAME
60. DATE
61. NAME
62. DATE
63. NAME
64. DATE
65. NAME
66. DATE
67. NAME
68. DATE
69. NAME
70. DATE
71. NAME
72. DATE
73. NAME
74. DATE
75. NAME
76. DATE
77. NAME
78. DATE
79. NAME
80. DATE
81. NAME
82. DATE
83. NAME
84. DATE
85. NAME
86. DATE
87. NAME
88. DATE
89. NAME
90. DATE
91. NAME
92. DATE
93. NAME
94. DATE
95. NAME
96. DATE
97. NAME
98. DATE
99. NAME
100. DATE



All blocks has to be filled out by the driver

All blocks has to be filled out by the driver

To be filled out by driver till block 80, 81 & 82 completed by drivers Supervisor

83 till 88 Accident Investigation Data, PMO will fill out these blocks





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities

Sample FLIPL (DD200)



| FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS | | | |
|--|--|--|---|
| PRIVACY ACT STATEMENT | | | |
| AUTHORITY: 10 USC 2775; DoD Directive 7500.11; EO 9597. Principle Purpose (S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-entrusted property. The purpose of soliciting the SSN is for positive identification. | | ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable. | |
| 1. DATE INITIATED (YYYYMMDD) 20150303 | 2. INQUIRY/INVESTIGATION NUMBER | UNIT LIC | 3. DATE LOSS DISCOVERED (YYYYMMDD) 20150227 |
| 4. NATIONAL STOCK NO. 2320-01-090-7839 | 5. ITEM DESCRIPTION Mercedes Sprinter L1832 (ECOD \$969.91) SER # WDB9068318350289 | 6. QUANTITY 1 | 7. UNIT COST |
| | | 8. TOTAL COST \$0.00 | |
| 9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) On 20 February 2015, [redacted] reported that while parking the government vehicle at Del Din parking garage # 14 he failed to judge the clearance at the entrance hitting the roof of the garage. Damages to government vehicle consist of dent on front roof top. | | <input type="checkbox"/> Lost <input type="checkbox"/> Organization <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Installation <input type="checkbox"/> Destroyed <input type="checkbox"/> OCIE | |
| 10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Unit/Section needs to emphasize the importance of vehicle safe operation according to road conditions, the importance of surrounding and clearance awareness. | | | |
| 11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10 | | | |
| a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 405th AFSB LRC, Vicenza TMP, ABEU-LVC Unit 31412, Box 14 APO 98630 | | b. TYPED NAME (Last, First, Middle Initial) [redacted] | c. DSN NUMBER 634-6931 |
| | | d. SIGNATURE [redacted] | e. DATE SIGNED 20150303 |
| 12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS) | | | |
| a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | b. COMMENTS/RECOMMENDATIONS Unit/section ensure personnel are properly trained and assess driver(s) performance periodically. | |
| c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) 405th AFSB LRC, Vicenza TMP, ABEU-LVC Unit 31412, Box 14 APO 98630 | | d. TYPED NAME (Last, First, Middle Initial) [redacted] | e. DSN NUMBER 634-6862 |
| | | f. SIGNATURE [redacted] | g. DATE SIGNED 20150303 |
| 13. APPOINTING AUTHORITY | | | |
| a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE | | b. COMMENTS/RATIONALE | |
| | | c. (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | e. TYPED NAME (Last, First, Middle Initial) | f. DSN NUMBER 314-634-6000 |
| | | g. SIGNATURE | h. DATE SIGNED |
| 14. APPROVING AUTHORITY | | | |
| a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE | | b. COMMENTS/RATIONALE | |
| | | c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | |
| d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) | | e. TYPED NAME (Last, First, Middle Initial) | f. DSN NUMBER |
| | | g. SIGNATURE | h. DATE SIGNED |

DD FORM 200, JUL 2009

PREVIOUS EDITION IS OBSOLETE





405th AFSB LRC VICENZA



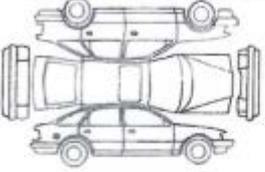
Unit Transportation Coordinator Responsibilities

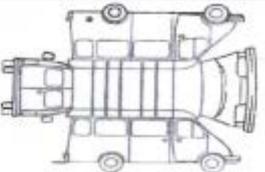
Sample Inspection Form

Vehicle Inspection Form

| | | | | | |
|-----------------|-------------------|-------------------------------------|----------------------|-------|----------|
| USA TAG | G420217E | VIN | WDF63970113095757 | Color | Med Blue |
| ADMIN TAG | V1037 | Odometer on date vehicle was issued | 272,290 | | |
| COVER PLATE TAG | CS426FZ | Odometer reading on return | | | |
| Make | MERCEDES B | Model | VITO 111 CDI KM Driv | | |
| Next PM at | Odometer: 287,296 | Month: | 14-Mar-16 20 212980 | | |

Body





Remarks: _____

Tires Status

| | | | |
|----|----|----|----|
| LF | LR | RF | RR |
|----|----|----|----|

Interior

| | | | |
|-----------|-------|----------|--|
| Flooring | OK NO | Remarks: | |
| Seats | | | |
| Panelling | | | |

Other

| | | | |
|---------------------------|--------|---|--|
| Spare Tire* | YES NO | Remarks: | FUEL: <input type="checkbox"/> 1/4 <input type="checkbox"/> 1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> Full |
| Tools | | *Some Vito vans do not have a spare tire, jack or lug wrench, they have a tire repair kit and compressor under the passenger seat | |
| First Aid Kit | | | |
| Warning Triangle | | | |
| Safety Vest | | | |
| Windshield/windows/mirror | | | |
| Wax Card | | | |
| Registration | | | |
| Wipers | | | |
| Check oil | | | |

Assigned to: Driver name: _____ Dist: _____ Cell: _____ TMP Representative: _____

405th LRC

| | | | | | |
|---------------|------------|-------------|----------------------------|--|--|
| Dispatched to | Date issue | Date return | Days used for TDY/training | | |
| 0 | 8-Aug-14 | | | | |

When Unit get temporary vehicle from General Dispatch Fleet this form will be provided to the driver to inspect the vehicle, vehicle will be inspected upon return to TMP office and any damage identified that was not annotated by the driver will be repaired and charges will be charged to the unit





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Modification to NTV's

- All modifications are prohibited without approval
- Unit UTC has to submit request for vehicle modification to NTV Manager for review, IFMS also needs an estimate amount of the work that must be made ONLY by the manufacturer of the vehicle, request for modification signed by NTV Manager and the estimate of the work will be sent to IFMS Manager for approval or deny
- Unit is responsible for cost of acquisition, installation, maintenance and removal of all the modifications, including restoration of the vehicle to its original configuration
- Modifications will not exempt vehicle from rotation

Date: _____

MEMORANDUM THROUGH LRC TMP FOR EURO IFMS FLEET MANAGEMENT

SUBJECT: REQUEST FOR MODIFICATION OF IFMS VEHICLE(S)

1. Instructions: Complete data requested below and return form through LRC TMP who will provide to your servicing IFMS office. IFMS Fleet Management will obtain concurrence of your organization's non-tactical vehicle (NTV) coordinator. IFMS will then contact TMP to notify you of approval/disapproval.

2. The undersigned authorized customer unit representative requests that IFMS approve the modification (explained below) for the following IFMS vehicle(s):

VEHICLES INTENDED FOR MODIFICATION (IFMS TAG NUMBERS):

List all license plate numbers of vehicles requiring the same modification

MODIFICATION REQUESTED (USE ATTACHMENT IF NECESSARY):

Spell out details of the requested modification, if required add drawings or pictures.

3. The customer agency understands the conditions of the modification as follows:

a. The customer agency is responsible for the cost of acquisition, installation, all required safety/roadworthiness certifications, maintenance and removal of the equipment including restoration of the vehicle to its original configuration and condition upon return to IFMS. Modifications on vehicles under warranty should be done or approved by an authorized vehicle manufacturer dealer so as not to void the warranty. The customer understands that the customer is responsible for the cost of any repairs normally covered by vehicle warranties that are voided by the manufacturer due to modification of the vehicle. The customer understands that they and any third party modification providers/contractors are responsible for resolving warranty disputes with the vehicle manufacturer. IFMS can assist as necessary.

b. The customer agency must ensure that all required equipment is installed and operated in accordance with local and federal laws and regulations. This includes inspection/certifications required for roadworthiness/safety to comply with US and local laws and regulations. Requesting unit should use authorized IFMS dealers from service list only and ensure dealer understands this modification is billed to the customers GPC card and NOT to IFMS accounts.

c. The customer agency understands that it is responsible for storage, safekeeping and return of all equipment removed from the vehicle(s) as a result of modification (i.e. seats). The customer understands that upon return of a modified vehicle to IFMS, it could be billed for lost original equipment removed due to the modification.

d. The customer understands that IFMS must approve a request prior to modification.

e. The customer must inform the servicing Fleet Service Representative when modification is completed.

4. Please contact your IFMS Fleet Service Representative with any questions or assistance regarding this subject.

REQUESTING CUSTOMER AGENCY REPRESENTATIVE

NAME (Print): _____ PHONE: _____

GRADE: _____ UNIT/ORGANIZATION: _____

POSITION: _____

SIGNATURE: _____ DATE: _____

AGENCY LRC TMP / NTV COORDINATOR APPROVAL / DISAPPROVAL (CIRCLE ONE):

PRINTED NAME & SIGNATURE: _____ LRC: _____ DATE: _____

IFMS APPROVAL / DISAPPROVAL (CIRCLE ONE):

PRINTED NAME & SIGNATURE: _____ DATE: _____





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

IFMS Recovery Service

- Inside the green logbook is located the IFMS recovery tow truck service free number, for ITALY-wide this free number 800-190783 (24/7 ACI Global) is also written in the dispatch, for Vicenza area ONLY 0444-289300, (24/7 ACI Sambo), TMP MUST be notified and will provide assistance if needed
- IFMS recovery service is provided only for the following countries:
 - ITALY, GERMANY, HOLLAND & BELGIUM

IFMS ROADSIDE RECOVERY LIST - MARCH 2015

| Location | Vendor Name | Vehicle Size | Phone # | Hours |
|-----------------------------------|------------------------|--------------------------|---------------|-----------|
| Germany | | | | |
| Arsberg | Wittmann | All | 0800-6155555 | 24 hours |
| Arsberg | Autohaus Kutzmann | Sedans, Vans, Light Trks | 09621-800240 | 24 hours |
| Arsbach | Meyer | Sedans, Vans, Light Trks | 0981-4661900 | 24 hours |
| Arsbach | Kfr. Krause | Sedans, Vans, Light Trks | 0981-5455 | 24 hours |
| Arsbach-Eipenstorf | Autohaus Opperl | Heavy Trks & Buses | 0981-46510 | 0735-2100 |
| Bad Abding | Sarnow | Sedans, Vans, Light Trks | 08261-4074 | 0830-1700 |
| Bad Kreuznach, Baumholder | Eibeck | All | 0671-481890 | 24 hours |
| Bamberg | Lürber | Sedans, Vans, Light Trks | 0951-3029000 | 24 hours |
| Bamberg | Auto-Galerie Badum | Heavy Trks & Buses | 0951-996200 | 24 hours |
| Baumholder | Schäfer ATS | Sedans, Vans, Light Trks | 0170-9924869 | 24 hours |
| Baumholder | Westrich Reisen | All | 06783-995013 | 0730-1830 |
| Binsfeld (Bittburg) | Krischke | Sedans, Vans, Light Trks | 06575-638 | 24 hours |
| Darmstadt | Schäfer | All | 06155-83600 | 24 hours |
| Garmisch | Auto-Teile Service | All | 0824-92220 | 24 hours |
| Gleisen | Kran Burgard | All | 06093-96990 | 24 hours |
| Großwöhr | Adam Johann | All | 09602-5884 | 24 hours |
| Großwöhr | Auto Witt | All | 09641-2204 | 24 hours |
| Hanas | Kohl | All | 06381-15759 | 24 hours |
| Hendelberg, Mannheim | Buddensiek | Sedans, Vans, Light Trks | 06221-26151 | 24 hours |
| Hendelberg, Mannheim | Krajovic | All | 0172-6290335 | 24 hours |
| Hohenfels | Autohaus Feldmeier | Sedans, Vans, Light Trks | 09472-252 | 0800-1700 |
| Hohenfels | Autohaus Segesser | Sedans, Vans, Light Trks | 0170-3315118 | 24 hours |
| Hohenfels | Tom Thompson | All | 0172-893220 | 24 hours |
| Kaiserslautern, Miesau, Pirmasens | Seifert | Sedans, Vans, Light Trks | 0178-6906101 | 24 hours |
| Kaiserslautern, Miesau, Pirmasens | Locher | All | 06305-6448 | 24 hours |
| Munich | Eichensweher | All | 08935-34959 | 24 hours |
| Parberg (Hohenfels) | Auto Switalia | Sedans, Vans, Light Trks | 0170-3475951 | 24 hours |
| Regensburg | Habenstein | All | 0160-9627887 | 24 hours |
| Schweinfurt | Beständig | All | 0171-7722224 | 24 hours |
| Schweinfurt | Gleichmann | Sedans, Vans, Light Trks | 09721-86480 | 24 hours |
| Stuttgart | Schneider | All | 0711-975830 | 24 hours |
| Ulm | Maucher | All | 0731-385544 | 24 hours |
| Wendert | Häuser | All | 09607-8218270 | 24 hours |
| Wendert, Heilbronn, Öhringen | Rapp | All | 07941-94300 | 24 hours |
| Wiesbaden, Mainz | Auto Hofmann | Sedans, Vans, Light Trks | 0571-6558059 | 24 hours |
| Wiesbaden, Mainz | Auto Ringel | Sedans, Vans, Light Trks | 06134-4833 | 24 hours |
| Wiesbaden, Mainz | Hildebrandt | All | 06143-68071 | 24 hours |
| Würzburg | Würzburger Krankenleit | All | 0931-278880 | 24 hours |

IFMS ROADSIDE RECOVERY LIST - MARCH 2015

| Belgium & Netherlands | | | | |
|------------------------------------|--------------------|--------------------------|-----------------|-----------|
| Belgium - Benelux | Group Outranoni | Sedans, Vans, Light Trks | 065-770085 | 24 hours |
| Belgium - Chievres,SHAPE area ONLY | Chievres Maint Div | Sedans, Vans, Light Trks | 068-275454 | 0800-1620 |
| Belgium -Wide | Deponnage Bessart | All (no buses) | 068-454968 | 24 hours |
| Belgium - East | Nervens Depannage | Sedans, Vans, Light Trks | 087-424054 | 24 hours |
| Belgium, Netherlands | Jos De Cooman | All | 02-2185738 | 24 hours |
| Netherlands | LOGIC Berging | All | 041-6014500 | 24 hours |
| Italy | | | | |
| Italy - Wide | ACI Global | All | 800-190783 | 24 hours |
| Vicenza area ONLY | AC Sambo | Sedans, Vans, Light Trks | 0444-289300 | 24 hours |
| Austria | | | | |
| Brenner Pass ONLY | Auto-Teile Service | All | 0049-8824-92220 | 24 hours |

| Manufacturer Emergency Numbers (EUROPEAN VEHICLES ONLY) Warranty - 2 years/unlimited KM | | |
|---|------------------|----------|
| | Phone Number | 24 hours |
| Ford | | |
| Belgium | 0049-89-76754964 | Yes |
| Germany | 0800-3673387 | Yes |
| Italy | 0800-0791337 | Yes |
| Luxembourg | 253636305 | Yes |
| Netherlands | 0800-991120 | Yes |
| Spain | 096-1789000 | Yes |
| hertz | | |
| Belgium | 0800-19737 | Yes |
| Germany | 0800-4832600 | Yes |
| Italy | 0800-4832600 | Yes |
| Luxembourg | 0800-2351 | Yes |
| Netherlands | 0800-0226072 | Yes |
| Spain | 0800-4832600 | Yes |
| Opel | | |
| Germany | 0800-6735277 | Yes |
| Italy | 0800-836063 | Yes |
| Spain | 0900-142142 | Yes |
| International | 0049-89-76764963 | Yes |
| Flat | | |
| Europe-Wide | 0800-3428000 | Yes |
| Lancia | | |
| Europe-Wide | 0800-5262420 | Yes |



EURO IFMS Roadside Recovery

EURO IFMS BULLETIN FPMR G-207b

AVIATION, TRANSPORTATION, AND MOTOR VEHICLES

TO: IFMS Customer Agencies

SUBJECT: EURO IFMS fleet vehicle roadside recovery bulletin

1. Purpose. This bulletin provides a listing of EURO IFMS roadside recovery vendors.

2. Applicability. This bulletin applies to EURO IFMS Fleet vehicles operated in Europe.

3. Effective date. This bulletin is effective 3 March 2015.

4. Expiration date. Valid until superseded.

5. Emergency Repair or Towing. For an after-hours emergency, the vehicle operator may authorize a repair or towing up to the amount of 500 Euros. The agency must notify the Fleet Management Center and the Accident Management Center (DSN 420-8145 or civilian 0711-8196145) or the Maintenance Control Center (DSN 420-8142/4 or civilian 0711-8196142/4) the next business day to report the repair or tow. In Belgium or Holland, the contact number is DSN 361-6085 or civilian 0862-70965 and in Italy it is DSN 633-8276 or civilian 050-548278.

6. For more information on roadside recovery or the EURO IFMS Fleet program, please contact your serving Fleet Service Representative.

WAPELHORST
JAMES JOHN
1030529231

JAMES J. WAPELHORST
EURO IFMS Manager

Attachment:
IFMS Roadside Recovery List





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Sample of OF346 (NTV Driver License)

| | | | | | | | |
|--|----------------------|---|--|---|---|-----------------------------------|--------------|
| OF 346 11/85 USQPM FPM Chapter 930 | | U.S. Government Motor Vehicle Operator's Identification Card | | Card No K4201 | Restrictions K4201 | ARMY STANDARD | HEAVY |
| Name of Operator (Not Transferable) [REDACTED] | | Sex M | Signature of Operator (Not valid until signed) <i>[Signature]</i> | | QUALIFIED TO OPERATE Type Vehicle and/or Equipment Capacity Qualifying Official | | |
| Date of Birth [REDACTED] | | Social Security No. XXX-XX-4203 | Name and Location of Issuing Unit 405th Army Field Support Bde. (AFSB-LVC-VIC) Unit 31412 APO AE 09630-1412 Vicenza, Italy | | Class D 4-9 pax Truck Cargo more than 3.5 ton Commercial Bus 45 pax Dropside Trailer 40 feet | | |
| Height 5'7" | Weight 150 | Hair Color BRN | Eye Color BRN | Signature and Title of Issuing Official <i>[Signature]</i> Alfonso Echevarria, Driving Instructor | | OTHER RECORDS (Optional) | |
| Date issued 2-Mar-15 | | Date Expires 1-Mar-19 | | AAAAAAAAAAAAAA WINTER DRIVERS TRAINING 2014 S7 | | NSN 7540-00-634-3999 50346-1 | |
| The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles. | | | | | | | |





405th AFSB LRC VICENZA

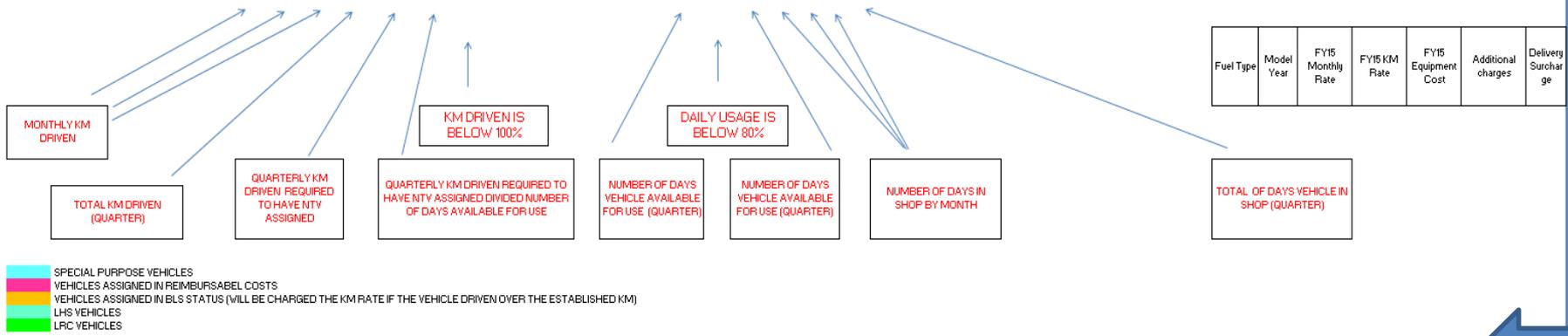


Unit Transportation Coordinator Responsibilities

How to identify NTV underutilized by daily usage & km driven

HOW TO IDENTIFY NTV UNDERUTILIZED BY DAILY USAGE AND KM DRIVEN

| GSA-Tag | Admin # | Cover Plate | Unit (Customer) where | Admin | October | November | December | Kilometer Performed | Kilometer required to have NTV assigned | Kilometers Required | % driven | Admin # | October, days use | November, days use | December, days use | Days usage | Days required | % Usage | Dummy | October, days in shop | November, days in shop | December, days in shop | Days in shop | Kilometers | Make | Model name | Vehicle type | Fuel Type | Model year | Monthly rate | Km rate | Equipment cost | additional cost charges for vehicles that have the equipment cost codes from J to I | delivery surcharge |
|-----------|---------|-------------|-----------------------|-------|---------|----------|----------|---------------------|---|---------------------|----------|---------|-------------------|--------------------|--------------------|------------|---------------|---------|-------|-----------------------|------------------------|------------------------|--------------|------------|-----------|---------------------------------------|----------------------|-----------|------------|--------------|----------|----------------|---|--------------------|
| G42-0377E | L2537 | ES184HU | DPW SHOP | L2537 | 161 | 0 | 28 | 183 | 1800 | 1800 | 10% | L2537 | 5 | 0 | 2 | 7 | 55 | 13% | 55 | 0 | 0 | 0 | 0 | 0 | MERCEDES | SPRINTER | TRUCK CARGO 12 T 4X2 | Diesel | 2008 | \$263.00 | \$0.248 | \$23.00 | \$0.000 | \$6.00 |
| G43-0264E | L2415 | ZA884VR | DPW SHOP | L2415 | 272 | 139 | 162 | 573 | 1800 | 1800 | 32% | L2415 | 21 | 7 | 10 | 38 | 55 | 89% | 55 | 0 | 0 | 0 | 0 | CHEVROLET | SILVERADO | STAKE TRUCK, REGULAR CAB | Diesel | 2011 | \$340.00 | \$0.339 | \$219.00 | \$0.000 | \$6.00 | |
| G42-0370E | L2365 | CY6153Z | DPW SHOP | L2365 | 186 | 137 | 331 | 654 | 1800 | 1800 | 36% | L2365 | 15 | 9 | 15 | 39 | 55 | 71% | 55 | 0 | 0 | 0 | 0 | OPEL | VIVARO | TRUCK PANEL 3/4 T 4X2 | Diesel | 2006 | \$278.00 | \$0.249 | \$35.00 | \$0.000 | \$6.00 | |
| G42-1803E | L1624 | DH653FR | DPW SHOP | L1624 | 257 | 188 | 324 | 763 | 1800 | 1735 | 44% | L1624 | 16 | 11 | 14 | 41 | 53 | 77% | 55 | 2 | 0 | 0 | 2 | OPEL | VIVARO | TRUCK PANEL 3/4 T 4X2 | Diesel | 2007 | \$278.00 | \$0.249 | \$75.00 | \$0.000 | \$6.00 | |
| G42-0560E | L2397 | DH344KN | DPW SHOP | L2397 | 330 | 232 | 220 | 782 | 1800 | 1473 | 53% | L2397 | 11 | 11 | 11 | 33 | 45 | 73% | 55 | 10 | 0 | 0 | 10 | OPEL | VIVARO | TRUCK PANEL 3/4 T 4X2 | Diesel | 2006 | \$278.00 | \$0.249 | \$75.00 | \$0.000 | \$6.00 | |
| G20-1326E | L2016 | DY935GN | DPW ADMIN | L2016 | 682 | 614 | 717 | 2013 | 3600 | 3600 | 56% | L2016 | 9 | 15 | 17 | 41 | 55 | 75% | 55 | 0 | 0 | 0 | 0 | FORD | FOCUS | AUTOM ST WAGON, SUB-COMP, CIB | Diesel | 2009 | \$245.00 | \$0.127 | \$8.00 | \$0.000 | \$6.00 | |
| G42-0818E | L1870 | D5884NS | DPW SHOP | L1870 | 202 | 533 | 514 | 1255 | 1800 | 1767 | 71% | L1870 | 5 | 10 | 12 | 27 | 54 | 50% | 55 | 0 | 0 | 1 | 1 | MERCEDES | SPRINTER | TRUCK CARGO 12 T 4X2 | Diesel | 2008 | \$263.00 | \$0.248 | \$52.00 | \$0.000 | \$6.00 | |
| G41-1333E | L1952 | D5302NS | DPW SHOP | L1952 | 546 | 383 | 413 | 1342 | 1800 | 1752 | 75% | L1952 | 12 | 9 | 15 | 36 | 55 | 85% | 55 | 0 | 0 | 0 | 0 | OPEL | COMBO | TRUCK PANEL 1/4 T 4X2 | Diesel | 2008 | \$230.00 | \$0.188 | \$8.00 | \$0.000 | \$6.00 | |
| G41-1018E | L1948 | D5301NS | DPW SHOP | L1948 | 701 | 486 | 214 | 1401 | 1800 | 1800 | 78% | L1948 | 19 | 15 | 7 | 41 | 55 | 75% | 55 | 0 | 0 | 0 | 0 | OPEL | VIVARO | TRUCK PANEL 3/4 T 4X2 | Diesel | 2008 | \$292.00 | \$0.201 | \$23.00 | \$0.000 | \$6.00 | |
| G20-1324E | L2582 | D5383NS | DPW ADMIN | L2582 | 1356 | 1245 | 264 | 2865 | 3600 | 3600 | 80% | L2582 | 14 | 12 | 9 | 35 | 55 | 64% | 55 | 0 | 0 | 0 | 0 | FORD | FOCUS | AUTOM ST WAGON, SUB-COMP, CIB | Diesel | 2014 | \$245.00 | \$0.127 | \$23.00 | \$0.000 | \$6.00 | |
| G42-0896E | L1831 | D5864NS | DPW SHOP | L1831 | 301 | 504 | 612 | 1417 | 1800 | 1735 | 82% | L1831 | 8 | 8 | 11 | 27 | 53 | 51% | 55 | 2 | 0 | 2 | 0 | MERCEDES | SPRINTER | TRUCK PANEL 3/4 T 4X2 | Diesel | 2008 | \$278.00 | \$0.249 | \$52.00 | \$0.000 | \$6.00 | |
| G43-0342E | L2593 | D5375NS | DPW SHOP | L2593 | 716 | 347 | 507 | 1570 | 1800 | 1800 | 87% | L2593 | 16 | 8 | 16 | 40 | 55 | 73% | 55 | 0 | 0 | 0 | 0 | IVECO | DAILY | RUCK CARGO THREE SIDE DUMP TRUCK 4X | Diesel | 2014 | \$372.00 | \$0.248 | \$40.00 | \$0.000 | \$6.00 | |
| G41-1875E | L2627 | DH391KN | USAG ACS | L2627 | 421 | 1052 | 782 | 2255 | 3600 | 3600 | 63% | L2627 | 14 | 10 | 10 | 34 | 55 | 62% | 55 | 0 | 0 | 0 | 0 | LANCIA | VOYAGER | TRUCK CARRYALL 12 T 4X2 | Diesel | 2014 | \$302.00 | \$0.216 | \$52.00 | \$0.000 | \$6.00 | |
| G41-0540E | L1204 | CY525SZ | USAG CHAPLA | L1204 | 1436 | 161 | 320 | 2537 | 3600 | 3404 | 76% | L1204 | 11 | 7 | 7 | 25 | 52 | 48% | 55 | 2 | 0 | 1 | 3 | MERCEDES | VITO | TRUCK CARRYALL 12 T 4X2 | Diesel | 2006 | \$302.00 | \$0.216 | \$16.00 | \$0.000 | \$6.00 | |
| G41-1013E | L1982 | D5349NS | USAG CMDR | L1982 | 682 | 322 | 1188 | 2192 | 3600 | 3600 | 61% | L1982 | 5 | 5 | 6 | 16 | 55 | 29% | 55 | 0 | 0 | 0 | 0 | MERCEDES | VIANO | TRUCK CARRYALL 12 T 4X2 | Diesel | 2009 | \$302.00 | \$0.216 | \$75.00 | \$0.000 | \$6.00 | |
| G42-0282E | V1053 | CS464FZ | USAG-DPTMS | V1053 | 401 | 55 | 160 | 616 | 1800 | 1800 | 34% | V1053 | 9 | 4 | 3 | 22 | 55 | 40% | 55 | 0 | 0 | 0 | 0 | MERCEDES | SPRINTER | TRUCK CARGO 12 T 4X2 | Diesel | 2004 | \$263.00 | \$0.248 | \$0.00 | \$0.000 | \$6.00 | |
| G41-1340E | L1942 | D5371NS | USAG-DPTMS | L1942 | 361 | 181 | 1064 | 1606 | 1800 | 1800 | 89% | L1942 | 6 | 5 | 5 | 16 | 55 | 29% | 55 | 0 | 0 | 0 | 0 | OPEL | COMBO | TRUCK PANEL 1/4 T 4X2 | Diesel | 2008 | \$230.00 | \$0.188 | \$16.00 | \$0.000 | \$6.00 | |
| G63-0040E | L1806 | ZA379VR | USAG FIRE DE | L1806 | 30 | 0 | 32 | 62 | 1800 | 785 | 8% | L1806 | 0 | 1 | 2 | 3 | 24 | 13% | 55 | 21 | 10 | 0 | 31 | FORD | F350 | TRUCK CARGO 1T 4X4 4DR | Diesel | 2008 | \$376.00 | \$0.329 | \$75.00 | \$0.000 | \$6.00 | |
| G41-0380E | L1665 | DA632FR | USAG FIRE DE | L1665 | 6 | 834 | 716 | 1616 | 3600 | 3469 | 70% | L1665 | 0 | 1 | 5 | 6 | 53 | 11% | 55 | 2 | 0 | 0 | 2 | MERCEDES | VITO | TRUCK CARRYALL 12 T 4X2 | Diesel | 2007 | \$302.00 | \$0.216 | \$16.00 | \$0.000 | \$6.00 | |
| G41-1888E | L2587 | DF3582Z | USAG FIRE DE | L2587 | 487 | 141 | 455 | 1083 | 1800 | 1538 | 72% | L2587 | 4 | 9 | 4 | 17 | 47 | 36% | 55 | 8 | 0 | 0 | 8 | IVECO | DAILY | TRUCK CARGO 12 T 4X2 | Diesel | 2014 | \$279.00 | \$0.201 | \$52.00 | \$0.000 | \$6.00 | |
| G42-0820E | L1871 | D5865NS | USAG PMO | L1871 | 85 | 74 | 153 | 318 | 1800 | 1604 | 20% | L1871 | 6 | 3 | 5 | 14 | 49 | 23% | 55 | 0 | 5 | 1 | 6 | MERCEDES | SPRINTER | TRUCK CARGO 12 T 4X2 | Diesel | 2008 | \$263.00 | \$0.248 | \$52.00 | \$0.000 | \$6.00 | |
| G21-0300E | L2529 | DH94KN | USAG PMO | L2529 | 322 | 114 | 618 | 1054 | 3600 | 3338 | 32% | L2529 | 8 | 2 | 8 | 18 | 51 | 35% | 55 | 0 | 4 | 0 | 4 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2013 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0303E | L2532 | DF9512Y | USAG PMO | L2532 | 1 | 12 | 20 | 33 | 3600 | 2356 | 42% | L2532 | 1 | 3 | 5 | 9 | 36 | 25% | 55 | 12 | 5 | 2 | 19 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2013 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G11-0351E | L2370 | DF9652Y | USAG PMO | L2370 | 716 | 75 | 1218 | 2099 | 3600 | 3469 | 58% | L2370 | 5 | 2 | 9 | 16 | 53 | 30% | 55 | 2 | 0 | 0 | 2 | FORD | MONDEO | AUTOM SEDAN, MIDSIZE, SPECIAL SERVICE | Diesel | 2012 | \$467.00 | \$0.203 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0295E | L2502 | ES312HU | USAG PMO | L2502 | 183 | 56 | 2043 | 2282 | 3600 | 3600 | 63% | L2502 | 4 | 3 | 3 | 10 | 55 | 18% | 55 | 0 | 0 | 0 | 0 | OPEL | INSIGNIA | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2013 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0310E | L2613 | DF371ZY | USAG PMO | L2613 | 518 | 324 | 1065 | 2307 | 3600 | 3600 | 64% | L2613 | 13 | 6 | 8 | 27 | 55 | 49% | 55 | 0 | 0 | 0 | 0 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2014 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0302E | L2531 | DF333ZY | USAG PMO | L2531 | 0 | 9 | 0 | 3600 | 1178 | 72% | L2531 | 0 | 0 | 11 | 11 | 18 | 61% | 55 | 21 | 16 | 0 | 0 | 37 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2013 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0307E | L2610 | DH654KN | USAG PMO | L2610 | 324 | 858 | 989 | 2771 | 3600 | 3600 | 77% | L2610 | 6 | 7 | 12 | 25 | 55 | 45% | 55 | 0 | 0 | 0 | 0 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2014 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |
| G21-0237E | L2525 | ES245HU | USAG PMO | L2525 | 1740 | 398 | 376 | 3114 | 3600 | 3600 | 87% | L2525 | 18 | 6 | 1 | 25 | 55 | 45% | 55 | 0 | 0 | 0 | 0 | FORD | MONDEO | AUTOM ST WAGON, COMPACT, CL II | Diesel | 2013 | \$300.00 | \$0.133 | \$144.00 | \$0.006 | \$6.00 | |





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Recommendations

I recommend you to instructs your drivers to fill out the dispatch daily, EVERY DAY THEY HAVE TO FILL OUT THE DISPATCH, EVEN IF THEY ONLY DROVE THE VEHICLE A SINGLE KM, if the dispatch is properly fill out and the days in shop annotated on the dispatch ALL VEHICLES WILL MEET the utilization standard. In order to identify the days the NTV (IFMS) spend in the shop (those days will not be counting as days that vehicle could have been used) when NTV (IFMS) vehicle is SCHEDULED FOR REGULAR MAINTENANCE the vehicle will be retained at the TMP in order to have the scheduled Annual Maintenance completed. TMP personnel will ensure that your vehicle is taken to the Authorized Mechanic Repair Vendor. After the Annual Maintenance is completed TMP Dispatcher will notify your unit to come pick up your vehicle.





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Trittico, cover plate Attestation, AFI Official Vehicle Allied Forces in Italy

TRITTIKO PER AUTOVEICOLO MILITARE
TRIPTIQUE FOR MILITARY VEHICLE

N. 2

21L-09-0102

PAESE: UNITED STATES OF AMERICA
COUNTRY: UNITED STATES OF AMERICA

MINISTERO: U.S. ARMY
MINISTRY: U.S. ARMY

VALIDITA': INDETERMINATA
VALIDITY: INDETERMINATA

PER L'ENTRATA TEMPORANEA IN ITALIA DEL SEGUENTE AUTOVEICOLO PRESSO LA BASE DI LIVORNO:
FOR TEMPORARY IMPORTATION TO ITALY OF THE FOLLOWING SERVICE VEHICLE BASED IN LIVORNO:

TIPO: MARCA: TELAIO Nr.
TYPE: FOCUS MAKE: FORD CHASSIS # WF08XGCD89C77348

ANNO: PESO IN KG. TARGA Nr. AFI OFFICIAL
YEAR: 2009 WEIGHT (KG) 1431 PLATE# L-1332

VALUE \$18,664.00 (16,547.90)

NOME DEL TITOLARE DEL TRITTIKO E FIRMA
NAME OF TRITTIKO HOLDER AND SIGNATURE:

IDOMO EORL EURO4PMS FMC 21



UFFICIO DELLE BOGANE DI PISA
DIREZIONE

BOGANA DI PISA
SEZIONE SPECIALE SETAF, CAMP DARBY

Visto, si autorizza l'emissione del presente
Trittico a tempo indeterminato ai sensi della
Legge nr. 1335 del 30-11-1955. Esente da
Tassa di circolazione ai sensi dell'Art. XI,
Paragrafo 2 della convenzione firmata a Londra
il 19-6-1951 e resa esecutiva in Italia con
Legge nr. 1335 del 30-11-1955.

PRECEDENTE ALLIBRAMENTO: 8/12/09/9

A/V Bis Serie/C Nr. 0
del 22.11.09

IL DIRIGENTE
DEL SERVIZIO CULLA

Il Funzionario:

USCITE ED ENTRATE DEL VEICOLO
TEMPORARY EXITS AND ENTRIES

VISTO A CAMP DARBY
LEGHORN ARMY DEPOT

DEPARTMENT OF THE ARMY
CAMP DARBY COMMUNITY
UNIT 31301, BOX 47
APO AE 09613

ATTESTAZIONE

Si attesta che il veicolo marca Ford Tipo Focus

Telaio n. WF08XGCD89C77348 Immatricolato con Targa AFI OFFICIAL L-1332.

A nome di US Government Official nato a N/A

il N/A e' autorizzato a circolare con la targa civile italiana DY928GN.

Data: Nov 12, 2009

Il responsabile del Comando Militare USA di Livorno
D'ordine del Comandante

Robert A. Tarr II
ROBERT A. TARR II
CPT, MP
Director of Emergency Services

AFI OFFICIAL VEHICLE CERTIFICATE FOR U.S. ALLIED FORCES IN ITALY

This is to certify that the vehicle registered with AFI Official Plates and described on the attached
Trittico for Military Vehicle is an official vehicle of the U.S. Allied Forces in Italy.

Italian Law No. 990 of 24 December 1996 on compulsory liability insurance for motor vehicles does
not require that this vehicle be covered by third party liability insurance.

Claims arising in connection with the operation of this vehicle are governed by Paragraph 5 of Article
VIII of NATO Status of Forces Agreement and as such should be filed with the following Italian Ministry
Office:

MINISTERO DELLA DIFESA
Ufficio del Segretario Generale e
Direzione Generale degli Armamenti
Ufficio del Contenzioso - Divisione VIII
Via S. Francesco di Sales 63
00165 ROMA

CERTIFICATO PER VEICOLI DELLE FORZE ALLEATE U.S.A. TARGHE AFI OFFICIAL

Si certifica che il veicolo targato AFI Official descritto nell' allegato Trittico per veicolo militare e' un
veicolo ufficiale delle Forze Alleate U.S.A. in Italia.

La legge Italiana No. 990 del 24 Dicembre 1999 sull'assicurazione obbligatoria per veicoli a motore
non richiede che questo veicolo sia coperto da assicurazione per la responsabilita' civile contro terzi.

Eventuali reclami derivanti dalla circolazione del suddetto veicolo sono regolati dal Paragrafo 5,
Articolo VIII della "Convenzione tra gli Stati partecipanti al Trattato Nord Atlantico", e pertanto
dovranno essere inoltrati al seguente ufficio:

MINISTERO DELLA DIFESA
Ufficio del Segretario Generale e
Direzione Generale degli Armamenti
Ufficio del Contenzioso - Divisione VIII
Via S. Francesco di Sales 63
00165 ROMA

Robert A. Tarr II
ROBERT A. TARR II
CPT, MP
38040 TORRI DI QUARTECCE
VICENZA ITALY

Trittico

Cover Plate
Attestation

AFI Official
Vehicle Allied
Forces in Italy





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

WEX Card Missing



HEADQUARTERS EURO-IFMS
Interagency Fleet Management System
European Zone

3QMDBD

5 June 2014

MEMORANDUM FOR ALL EURO IFMS CUSTOMERS

FROM: JAMES J. WAPELHORST WAPELHORSTJAME
Manager, GSA Fleet Europe S.JOHN.1030529231

SUBJECT: Policy Memorandum 024 Issue and Replacement of WEX Fuel Cards

Effective June 2014, IFMS will begin supplying WEX fuel cards to replace the VIL fuel keys used to obtain fuel for IFMS vehicles from DESC fuel points. This memorandum provides guidelines for issue and use of WEX fuel cards.

The WEX card looks like a credit card but it can only be used at DESC fuel points. Each card is marked with the vehicle to which it belongs, using the so-called G number. The card should only be used for that vehicle. As with the VIL key, the current odometer reading must be entered into the system before pumping fuel.

The WEX card will continue to be the primary method of obtaining fuel. Customers who have DESC commercial fuel available and continue to use fuel coupons or the AAFES fuel card as the primary means of fueling may be subject to charges to recoup the difference in pricing between commercial fuel and DESC fuel.

Vehicles currently on hand will be issued a WEX card in June 2014 and IFMS will provide a fuel card with each new vehicle. Unlike the VIL fuel key, the WEX fuel cards are not coded for fuel type so caution must be exercised when fueling.

Extreme care should be taken to ensure that cards do not get damaged or lost/stolen as they are produced in the States and will take some time to get them ordered, shipped to Europe and then sent to the customer.

If a WEX card needs to be replaced, a request on the attached form should be sent to euro.fuelcard@gsa.gov. To avoid confusion, only one POC per customer should order WEX fuel cards, either the BOAC POC or an individual appointed by that person. If the card has been lost or stolen, a signed statement from the driver must be included with the request.

Where practical, replacement cards will be sent to the nearest IFMS field office for collection by the customer, otherwise they will be sent by express mail. At this point there will be no charge for replacing WEX cards but this may change if the volume of replacement cards is greater than expected. IFMS will evaluate this charge annually to ensure all operating costs are recovered and customers are being billed fairly for this service.

GSA-IFMS Fuel Card Request (fill in date):

| | |
|--------------|--|
| Unit: | |
| POC: | |
| Street1: | |
| Street2: | |
| ZIP, City: | |
| Country: | |
| Phone (CTV): | |

| | | | | |
|---------|-------------------------------|---------------------------------|----------------------------------|--|
| Stolen: | <input type="checkbox"/> lost | <input type="checkbox"/> stolen | <input type="checkbox"/> damaged | |
| Stolen: | <input type="checkbox"/> lost | <input type="checkbox"/> stolen | <input type="checkbox"/> damaged | |
| Stolen: | <input type="checkbox"/> lost | <input type="checkbox"/> stolen | <input type="checkbox"/> damaged | |
| Stolen: | <input type="checkbox"/> lost | <input type="checkbox"/> stolen | <input type="checkbox"/> damaged | |
| Stolen: | <input type="checkbox"/> lost | <input type="checkbox"/> stolen | <input type="checkbox"/> damaged | |

Please send this request by email to the following email address (if card was lost/stolen, please attach statement):

euro.fuelcard@gsa.gov

If a WEX card has been missing the requirement is to provide to TMP office a sworn statement including the information of the vehicle, TMP office will order a replacement WEX card, in the meantime (Unit hand receipt holder) can get Diesel gas coupon from LRC IPBO Office





405th AFSB LRC VICENZA



Unit Transportation Coordinator Responsibilities

Documentation required for vehicle going outside the IFMS approved operating area (Germany, Italy, Netherland, Belgium)

1) BORDER CLEARANCE: Each IFMS vehicle going outside the IFMS approved operating area (Germany, Italy, Netherlands, Belgium) MUST to have the proper border clearance that will be provided by 21st TSC BMCT. To any area or theater clearance that may be required, diplomatic or transit border clearances must be requested through the local Brigade Movement Control Team (BMCT) and obtained for U.S. Government vehicles before they enter or leave many NATO and non-NATO countries while on official business. This applies to all Government-owned or Government-leased vehicles, regardless of the license plates on the vehicle (for example, official U.S. Army registration plate, U.S. Forces POV plates, General Services Administration Interagency Fleet Management System (IFMS) plates, or host-nation plates). Units should initially contact their local BMCT prior to driving a vehicle out of assigned country (BMCT will provide the Diplomatic clearance timeline for each countries)

21st TSC BMCT Phone # 634-8786, 634-7375

2) IN ADDITION MAY BE REQUIRED THE CERTIFICATE OF PUBLIC AUTHORITY: Certificate of Liability Insurance, please contact the European Tort Claim Branch Office, they will provide information packages for military vehicles traveling though European countries. They have packages for several countries and are working constantly on updating the information. Send email to them providing name of European countries that the vehicle will cross

THE E-MAIL ADDRESS OF THIS DIVISION IS:

usarmy.wiesbaden.usareur.mesg.oja-European_torts@mail.mil

The fax number of this Division is DSN: 537-0697

Commercial: +49 (0) 611-143-537-0649/0697

3) UNIT HAS TO BE FULLY AWARE THAT ARE RESPONSIBLE FOR VEHICLE TAKEN OUT OF AN AREA IN WHICH THE IFMS PROVIDES SERVICE

Unit has to be fully aware that are responsible for vehicle taken out of an area in which the IFMS provides service, the using unit is responsible for all associated operational costs, ie., replenishment of fuel, engine oil, and windshield fluid, also for recovering the vehicle (towing expenses) in case of a breakdown or accident, and returning it to the IFMS area of operation (all costs non-reimbursable from the issuing TMP)





405th AFSB LRC VICENZA

Unit Transportation Coordinator Responsibilities



Questions??

On TMP website you will get some useful information:

<http://www.italy.army.mil/tmp.asp>

If you have further questions about it please feel free to call me, DSN 637-7817 or send an email at:

fabrizio.varotto2.ln@mail.it