



DEPARTMENT OF THE ARMY
2D BRIGADE, 1ST ARMORED DIVISION
UNIT 23704
APO AE 09034-3704

AETV-THO-Z (100)

18 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 30, TMP Usage

1. PURPOSE. To establish policies concerning TMP Usage within the 2nd Brigade, 1st Armored Division.
2. APPLICABILITY. All soldiers assigned to 2nd Brigade, 1st Armored Division.
3. POLICY. TMP has very strict guidelines on how vehicles are allocated to units on Baumholder. Past utilization reports have indicated that 2nd Brigade is not making use of the TMP fleet in an efficient manner. If TMP vehicles are not being utilized correctly, TMP will be forced to take permanently assigned unit vehicles away and return them to the TMP daily dispatch fleet. Keeping non-tactical vehicles assigned to the units is not a hard task, but certain rules must be followed if units within the 2nd Brigade wish to keep, or receive more non-tactical vehicles on a semi-permanent basis.
 - a. Requests for Dispatches.
 - (1) All dispatch requests must be approved by Battalion or Brigade S-4 Shops. No exceptions!
 - (2) It is the responsibility of the TMP driver's first line supervisor to ensure that the Dispatch is filled out correctly. This is one biggest problems TMP has been having with our units. Improperly filled out dispatches will eventually result in TMP's refusal to issue our units any further vehicles.
 - b. TMP Utilization.
 - (1) TMP currently bases utilization rates on the number of days a vehicle is driven during a dispatch period, not to include weekends and holidays. The MINIMUM utilization rate is 85%. So if you have a vehicle for 5 days, and your only drove it for 3 days, then your utilization rate is 60%.
 - (2) Units must ensure that any TMP they are in possession of are driven AT LEAST once a day, and that the dispatch reflects this. TMP bases further requests for the issue of semi-permanent TMP's based on the unit's utilization rate. The Iron Brigade goal is to have a 1TMP utilization rate of 100%.
 - c. Accidents involving TMP's.
 - (1) In the event of an accident, TMP will be notified by the driver or TC telephonically as soon as possible.
 - (2) Within the next 24 hours of the accident, the Report of Motor Vehicle Accident (SF 91) must be submitted to TMP. The supervisor of the driver who had the accident must sign SF 91, and is responsible for the report's accuracy.
 - (3) Failure to comply with the rules regarding TMP accidents will result in the immediate suspension of a unit's TMP privileges.

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4. CONCLUSION. One of the goals of the 2nd Brigade is to increase the number of non-tactical vehicles issued to subordinate units on a semi-permanent basis. This policy letter is a summary of requirements from TMP on how the 2nd Brigade can acquire more non-tactical vehicles. By following these rules, many of the problems units have in acquiring TMP's will be alleviated.
5. POC is the 2nd Brigade CSM at DSN 485-6502/7511.
6. This policy supersedes the previous policy, is effective immediately, and will be posted on all unit bulletin boards.
7. IRON BRIGADE!

JOHN D. JOHNSON
COL, IN
Commanding

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