



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ITALY  
UNIT 31401, BOX 42  
APO AE 09630

AMIM-ITH-M

22 June 2023

MEMORANDUM FOR The Vicenza Military Community

SUBJECT: U.S. Army Garrison (USAG) Italy Marco Polo Shuttle Bus Priority of Utilization Policy

1. Effective immediately, all Service Members (SM), DoD Civilians and Family Members (FM) who are Permanent Change of Station (PCS), Expiration of Term Service (ETS), or Retiring from the Vicenza Military Community (VMC), and wish to ride the Marco Polo Airport Shuttle, are required to register prior to departure. The sign-up will be part of the out-processing procedures at the Central Processing Facility (CPF) located at building 393 on Caserma Ederle during normal operating hours.
2. Priorities are as follows:
  - 1) PCS/ETS/Retiring individuals and FM listed on orders.
  - 2) Emergency leave, must have an absence request or Emergency Visitation Travel (EVT) documentation.
  - 3) Temporary Duty (TDY), must have DD Form 1610 or orders with you.
  - 4) Leisure travel, also known as Space Available Travel.
3. There will be a manifest call 30 minutes prior at the Ederle Inn for the first and second shuttle runs based on the priority listed above. If an individual is not at manifest call he/she will lose their seat(s). Priority 2-4 shuttle riders will physically come to the CPF no more than 10-days in advance to fill out a request for seats(s) form. The priority 2-4 shuttle riders will come to the CPF no more than 48-hours prior to departure to see if a seat is available.
4. For personnel who have pets, the animal must be in a pet carrier and the pet carrier must fit on or in-between the seats of the bus. No carriers are allowed in the aisle or in the luggage area of the bus. All pets that are bigger than previously stated must travel by other means at the owner's expense.
5. All priority 2-4 shuttle riders who catch the bus on Del Din, must exit the bus with their luggage upon arrival at Ederle to let priority 1 riders get on. If space is available, then priority 2 from Del Din and Ederle can get on, then all priority 3 riders will be able to board (if space available). Lastly, Priority 4 will be able to board (if space available). All

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Priority 2-4 riders must have a back-up plan for transportation to the airport if space is not available. Maximum pieces of luggage per person is 4 (four).

6. Unit leadership is required to be present at bus stops to monitor the SMs during peak PCS season, block leave and four-day pass weekends.

7. The point of contact for this action is the CPF Manager at DSN: 314-646- 5131 or by email at: [michela.martinello3.ln@army.mil](mailto:michela.martinello3.ln@army.mil).



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