



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNT 31401, BOX 42
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IMIT-ES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Command Policy Letter #20, Reserved, Designated, and General Parking

1. References:

- a. USASETAF 190-2, Traffic Supervision and Privately Owned Vehicles Operators Licenses
- b. AR 190-5, Motor Vehicle Traffic Supervision, 22 May 2006
- c. AR 420-1, Army Facility Management, 12 February 2008

2. Purpose:

- a. Establish the designated, reserved, and general parking policy for U.S. controlled facilities within the USAG Italy area of responsibility.
- b. Keep signage standardized and to a minimum in accordance with the Italian Road Code and applicable US laws.

3. Applicability: This policy applies to all SETAF-licensed Soldiers, civilians, Family members, and tenant units/agencies within the USAG Italy area of responsibility.

4. Policy:

a. New parking spaces are being created as part of the overall transformation throughout the USAG Italy community. However, not all of the parking will be adjacent to the workplace. This policy implements measures to make the most effective use and control of the parking available for customer service and authorized reserved parking.

b. Responsibilities:

(1) The Commander, USAG Italy, delegates authority for approving all designated and reserved parking requests to the Director of Emergency Services.

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(2) The Director of Emergency Services (DES) will be responsible for validating requirements for designated and reserved parking spaces. Further, the DES will utilize assigned Military Police to enforce this policy using appropriate governing regulations.

(3) The Directorate of Public Works (DPW) will provide and install all designated and reserved parking signs, and remove all unauthorized signage and markings per directive from the Garrison Commander through the DES.

(4) Commanders and directors of assigned tenant units/agencies will request authorized designated and reserved parking through the DES.

(5) Commanders on Caserma Del Din will ensure all vehicles park in the two Parking Structures and ensure that the walking post concept is enforced on Del Din.

c. Authorized Designated and Reserved Parking.

(1) Official Vehicle (TMP/NTV/GSA) Parking. Official Vehicles include military and government sedans and other vehicles with official government license plates. They will be parked behind a reserved parking sign assigned to the respective tenant unit/agency. Assigned and tenant unit/activities are authorized official vehicle (TMP) parking as follows:

(a) Three reserved spaces for General/Flag Officer-level commands.

(b) Two reserved spaces for Colonel-level commands.

(c) Two reserved spaces for Lieutenant Colonel-level commands.

(2) Disabled parking. Parking spaces for individuals with disabilities are required by the Uniformed Federal Accessibility Standards (49 FR 31528), DOD Directive 1020.1, and the Americans with Disabilities Act of 2010. Individuals authorized to park in disabled parking will obtain and display the proper USAG Italy-issued handicap placard IAW USASETAF 190-1 and the placard is obtained at the PMO.

(3) Key Personnel Parking. Reserved parking for key personnel is limited by Installation Management Command (IMCOM) Europe guidance. Parking is reserved for the following personnel based on unit authorizations:

(a) General/Flag Officers and civilian equivalents, and their Command Sergeants Majors (CSM).

(b) Command selection list (CSL) Brigade and Battalion commanders and their DA appointed CSM. Provisional commanders and Sergeants Majors (SGM) are not authorized designated spaces.

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(c) Colonel and civilian equivalents serving as agency heads.

(d) Colonel level Chiefs of Staff, Executive Officers, staff principals or civilian equivalents serving on a General Officer level command staff. Colonels serving on a Colonel level staff and Lieutenant Colonel Staff principals are not authorized designated spaces.

(4) Expectant mothers must obtain placards at the Italy Health Clinic and display placards in their vehicles while parked in expectant mothers' parking spaces.

(5) Families of the Fallen Parking; Gold Star Families. Gold Star Family reserved parking is authorized and limited to Army Community Service and marked front-door customer service locations (e.g. AAFES/Commissary). Reserved spaces will be clearly designated with a Gold Star painted in the parking space and signs posted by DPW. Families of the Fallen must obtain placards from the USAG Italy Survivor Outreach Services and display placards in their vehicles while parked in Gold Star Family parking spaces.

(6) Warrior Transition Unit Warrior Transition Unit (WTU) reserved parking is authorized and limited to reserved spaces adjacent to Bldg. 9A/9B, Caserma Ederle. Reserved spaces will be clearly designated with signs posted by DPW. Reserved parking placards for WTU Soldiers will be circulated within the WTU and managed by the unit's leadership.

(7) VIP Guest Parking. Guest parking is authorized for tenant units or activities and utilized as directed by the respective commanders, directors or civilian equivalents. Guest parking is authorized as follows:

(a) Two reserved spaces for General/Flag-Officer-level commands.

(b) One reserved spaces for brigade level commands.

(c) No reserved VIP spaces for battalion level commands and below.

(8) Privately owned vehicles for sale will not park overnight on any USAG Italy installation. The exception is if the vehicle is parked at the owner's residence (Family quarters or barracks), the vehicle is actively being used for primary transportation, or if the vehicle is properly registered to park in the USAG Italy re-sale lot located in the rear parking lot of the Ederle Inn.

(a) Owners wishing to sell their POV on the installation will register their vehicles for the POV sale lot at ODR prior to parking them in the designated parking location.

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(b) Owners will maintain a valid registration and proof of insurance, will have Resale Lot approval displayed on the dashboard, and will be parked in a designated numbered spot.

(9) Long term parking/storage of vehicles (any type) or trailers is not authorized on any USAG Italy installation. Long term parking/storage is considered to be a vehicle or trailer which remains in the same parking space for more than seven (7) consecutive days without moving. The only authorized long term parking location is in the parking lot behind the Ederle Inn.

(10) Barracks parking is specifically reserved for Soldiers that reside in those barracks on Caserma Ederle. Buildings 5 A/B, 6 A/B, 7 A/B and 8 A/B are reserved for Soldiers of those barracks. All other parking in the vicinity of these buildings will be parked in the parking lots near Building 1 and the South of the Alps DFAC.

d. Reserved parking is authorized for assigned and tenant units and agencies based upon the rules of allocation as described in paragraph 4.c.(1), (3) and (8). The allocations will be determined based upon unit authorization documents. They are not based upon the ranks of individuals, nor will authorizations change based upon promotion or reassignments. Reserved parking spaces will be marked by DPW and identified by parking permit numbers. Units and agencies maintain control of the parking assignments for their own reserved spaces and are responsible for assigning them to the proper personnel. Units and agencies are not authorized to post signs or paint curbs/buildings with reserved parking designations. All signs will be designated numerically by unit and conform to the IMCOM Europe standard template. No names, logos, or titles will be annotated. The total number of reserved spaces (key personnel TMP, and guest VIP spaces) will be numerically sequenced. For example, if the combined total is seven, reserved spaces will be numbered 1-7. Organizational leadership will assign authorized individuals to reserved spaces.

e. Individuals going on medical TDY and utilizing the Landstuhl Medical Shuttle will park on the Caserma Ederle west wall road adjacent to the Italy Health Clinic and will obtain a parking pass, which must be displayed on the vehicle dashboard, from the Health Clinic Medical TDY office. Individuals going on routine TDY can obtain a TDY parking document for parking behind the Ederle Inn at the PMO in Bldg. 4B, with copy of TDY orders. All passes must be displayed on the driver's side dashboard; lack of display will result in receipt of DD 1408 and potential impoundment. Vehicles of deploying Service Members will be parked in facilities operated by the Logistics Readiness Command and will not remain in any other on post parking space.

f. Vehicles in non-operational status will not remain parked in the barracks/housing areas or in "general/public" parking zones. Non-operational vehicles will only be parked in the following areas.

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(1) DFMWR Auto Skills Center is the designated non-operational vehicle parking area and vehicles must be parked within the secured fence line of that facility. All POVs parked in this area will be registered with the Auto Skills Center. There will be a parking fee associated with keeping vehicles in this area and that fee is determined by DFMWR. Those that are not registered will be in violation of this policy and towed to the impound lot at the owner's expense. Individuals utilizing the services of the Auto Skills Center will make every effort to return the vehicle to an operational status as soon as possible.

(2) AAFES Auto Repair Garage on Caserma Ederle, with a copy of the work order and the non-operational decal and placard in the window.

(3) Unit motor pool, with the approval of the unit commander and the non-operational decal and placard in the window.

g. All tenant unit TMP vehicles that are not allocated parking locations in accordance with this policy will be parked inside the parking structure on Del Din or at their unit Headquarters on Caserma Ederle.

h. Requests for exception to policy due to unique requirements or mission demands will be submitted through the DES to the Garrison Commander for consideration.

i. Vehicles will not be parked or stopped on lawns, seeded areas, on curbs or in front of a lowered curb known as a "half curb," sidewalks within 5 meters of an intersection or crosswalk. Nor will they be parked or stopped in a place which clearly interferes with ongoing operations or movement of traffic or that threatens public safety or convenience, unless specifically authorized by post signs.

j. Motorcycles or Mopeds will not park on any sidewalk and will only park in designated spaces. Motorcycles will make every attempt to park in the designated motorcycle spaces at the PX and other facilities with marked motorcycle spaces on the installations.

k. Parking policy violations include parking where prohibited, failure to park for a long term behind the Ederle Inn, all non-operational vehicles not parked in the appropriate locations as mentioned in paragraph f, and failure to adhere to posted signs and markings. Unauthorized parking in designated handicapped spaces, fire lanes, or impeding the flow of traffic will result in the driver being ticketed, the vehicle booted, and the potential towing at the owner's expense of the vehicle. All vehicles violating the Resale Lot procedures will also be cited. All vehicles will be parked with the direction of the closest lane of traffic to their parking space. Vehicles at no time will park against the flow of traffic. All infractions will result in violators being ticketed with DD Form 1408 (Armed Forces Traffic Ticket) and the potential for their vehicles towed and impounded at the owner's expense within in 72 hours. The penalties for general parking policy violations are:

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(1) First time offenders are issued a DD 1408 (Armed Forces Traffic Ticket).

(2) Second time offenders will receive a DD 1408 and are required to meet with the USAG Italy Garrison Command Sergeant Major and receive a warning letter from the USAG Italy Garrison Commander.

(3) Third time offenders will be booted or impounded at owner's expense and receive a 30 day suspension of their on-post driving privileges on all USAG Italy installations.

(4) Persons committing more than three parking violations within a 12-month period are subject to further penalties IAW the UCMJ and AER 27-9, Misconduct by Civilians.

5. Point of contact for this Garrison Policy is the Directorate of Emergency Services, DSN 634-7329/7197 or CIV 0444-71-7329/7197.

STEVEN M. MARKS
COL, SF
Commanding

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