



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
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IMVI-HRM

30 May 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memo 32-14, Policy and Procedures for Use of Caserma Ederle Airport Shuttle Bus Services

1. **PURPOSE.** This memorandum provides guidance and procedures for use of Caserma Ederle airport shuttle bus services.

2. **GENERAL.** The U.S. Army Garrison (USAG) Vicenza military community operates a free shuttle bus service to and from Venice's Marco Polo Airport, and an on-call shuttle bus service from Aviano Airbase to Caserma Ederle. The intent of the bus services is to transport authorized individuals on permanent change of station orders. Other ID card holders and local national employees may be provided transportation on a space available basis. Contracted bus routes support the primary mission of supporting PCS personnel. Passenger priorities are as follows:

- a. Permanent Change of Station (PCS) (incl. Chapters, ETS and Retirements)
- b. Temporary Duty (TDY)
- c. Emergency Leave (EML)
- d. All others (Space-A)

3. Incoming PCS personnel and their Families arriving at Venice's Marco Polo Airport will be greeted by a Venice Gateway Reception Center liaison. The liaison will escort them to the shuttle bus staging area for transportation to Caserma Ederle. Personnel arriving outside of normal reception operating hours, 0830 to 1820 Monday through Friday and 0800 to 1520 on weekends will arrange for transportation by calling the USAG Vicenza Installation Operations Center (IOC) using one of the two DSN phones located within the terminal. One phone is located right outside the customs inspection's area next to the law enforcement office and luggage belt #5. The second phone is located in the lobby outside the liaisons' office. The IOC will then contact the incoming Soldiers' unit/ battalion to arrange for their pick up. Regardless of the mode of transportation back to Vicenza, Soldiers arriving to Venice during normal operating hours must visit the reception booth in the airport for accountability and for any assistance needed with lost baggage.

4. Incoming PCS personnel and their Families arriving at Aviano Airbase will ride the shuttle bus to Caserma Ederle. Upon notification of a pending PCS arrival, the Central Processing Facility Manager will coordinate for transportation with the contracted on-call shuttle bus service.

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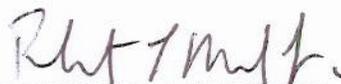
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5. Although all Soldiers, DA civilians, and Family Members PCSing to Vicenza are highly encouraged to ride the shuttle bus, the following personnel are authorized to make their own travel arrangements to Caserma Ederle at no expense to the government.

- a. Officers in the grade of MAJ and above
- b. Warrant officers in the grade of CW4 and above
- c. Enlisted personnel in the grade of MSG or 1SG and above
- d. Family members traveling on unaccompanied travel orders
- e. Soldiers on PCS to a non-USAREUR unit or activity (NATO and INSCOM)
- f. Department of the Army civilians and their dependents

6. The use of Army-owned or controlled nontactical vehicles to pick-up incoming PCS personnel and their Families is not authorized unless other means of transportation are not available or cannot meet mission requirements.

7. Point of contact for this memorandum is the Chief, Military Personnel Division at 634-6467.

  
ROBERT L. MENIST/JR.  
COL, IN  
Commanding

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