



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

13 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memo 32-12, 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)
- 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 21st Theater Sustainment Command airport 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, 0830-2100 Monday through Friday, will arrange for transportation by calling the USAG Vicenza Installation Operations Center (IOC) using one of three DSN phones located within the terminal (2 in the baggage claim area and 1 in front of the reception booth). 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 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.

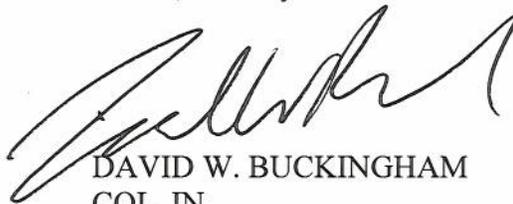
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5. Unit sponsors may pick up personnel in the categories below in lieu of using the shuttle bus. Although there are exceptions for the following personnel, all Soldiers and Family Members PCSing to Vicenza are highly encouraged to ride the shuttle bus.

- 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 (i.e. EUCOM, NATO units, INSCOM or SOCEUR units)
- f. Department of the Army civilians and their dependents.

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



DAVID W. BUCKINGHAM  
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Commanding

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