



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNT 31401, BOX 41
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IMIT-HRD-F

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #04, 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 (USAG) Italy 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, 0800 – 1820 Monday through Friday, 0800 – 1320 on weekends, and 0800 – 1520 on Italian and U.S. holidays will arrange for transportation by calling the USAG Italy Installation Operations Center (IOC) using the DSN phone located in the lobby outside the Vicenza Community Liaisons' office. The IOC will then contact the incoming Soldiers' organization 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

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Processing Facility Manager will coordinate for transportation with the contracted on-call shuttle bus service.

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.

- 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. Point of contact for this memorandum is the Chief, Military Personnel Division at 637-7494.

STEVEN M. MARKS
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Commanding

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