



USAG Italy LEVY Brief Online



Agenda



- Sponsorship
- CPF
- Personnel
- Voting Assistance
- Retention
- Finance
- Housing
- Transportation
- Vehicle Registration
- Postal Service Center
- School Liaison
- Health Clinic
- Dental Clinic
- Vet Clinic
- ACS



Total Army Sponsorship Program (TASP)

POC: Ms. Jeanette Mitchell

Building 393 (CPF)

DSN: 637-7151

Comm: 0444-61-7151

Hours of Operation: M-F 09:00-11:30, 13:00-16:30

Email: usarmy.vicenza.imcom-europe.mbx.army-sponsorship@mail.mil



Total Army Sponsorship Program (TASP)



- **Army Career Tracker (ACT)**
- Upon receiving Assignment Instructions, the Soldier must login to the ACT website at: <https://actnow.army.mil>.
- **1.** Click on the **Sponsorship** tab and sub **Tab** for **Form** and complete sections **1, 2, 4** and **5**. Leave section 3 blank for the gaining installation to complete. 4D; TASP POC: Jeanette Mitchell; 314-637-7151; usarmy.vicenza.imcom-europe.mbx.army-sponsorship@mail.mil
- **2.** After you have completed those sections, please check the portion “**I certify**” block below your rank in section 1 and **save** your form at the bottom of the page.
- Entering this information in the ACT system will generate your DA Form 5434 while sending your information to the gaining installation. The gaining installation will then return the DA Form 5434 with section 3 completed and an identified sponsor.
- **3.** Email a copy of the ACT generated DA Form 5434 to: usarmy.Vicenza.imcom-europe.mbx.army-sponsorship@mail.mil.



Out-Processing Central Processing Facility (CPF)

**POC: Ms. Jeanette Mitchell and Mr. Sebastiano Dalle Molle
Building 393**

DSN: 637-7143 / 7142

Comm: 0444-61-7143 / 7142

Hours of Operation: Mon-Fri 09:00-16:30

Closed for lunch from 11:30-13:00

Closed on all American Federal Holidays



CPF: Out-Processing 'KNOWS'



- You must be in proper military uniform to receive your Clearance Papers and to Final Out-Process with the CPF.
- You DO need Orders to schedule Housing pre-inspection. Contact them as soon as you receive Assignment Instructions!
- Soldiers should immediately schedule out-processing appointments for Transportation (HHGs), Housing, and Vehicle Registration office. Also make Flight and Hotel reservations as soon as you receive your orders. These agencies require orders but do not require clearance papers to make out-processing appointments.
- Soldiers are highly encouraged to report to the CPF as soon as they receive orders to be entered in the UCASWEB system and placed in pre-clearance status.



CPF: Out-Processing Reminders



- to close all your contracts with Phone/Internet/Cable, such as TELECOM, INFOSTRADA, ALICE, SKY etc...(see the Phone Shop located in the PX).
- Clear AAFES (if you have anything pending with the Facilities, or if you are enrolled in the School Lunch Program, or have a Star Card).
- **DO NOT LEAVE BEHIND UNFINISHED BUSINESS!**
- CIF equipment can only be turned in via CPF appointment.
 - Current turn-in days are MON thru WED.



CPF: Clearance Papers – Requirements



- Soldiers must be in DUTY UNIFORM
- Cannot be issued earlier than 12 duty days prior departure date.
- Must bring copies of:
 - Flight itinerary
 - Approved Leave Form (if traveling by POV)
 - NCOER/OER
 - PCS/ETS Award or memo signed by the BN CDR or CSM as to why there is not one to the CPF
- **SOLDIERS ARE NOT AUTHORIZED UNDER ANY CIRCUMSTANCES TO SIGN FOR ANY AGENCY ON CLEARING PAPERS.**



CPF: Final-out Requirements



- Soldiers must be in DUTY UNIFORM
- 2 duty days prior to your departure you must report back to the CPF with your completed clearance checklist: your checklist must have all required Signatures and Stamps. Unit must ensure that all pertinent blocks are completed.
- Bring a copy of orders for us to stamp: the Contracted Travel Agency on post - SATO Travel - will not issue tickets without the RED STAMP from CPF, Out-processing section.
- Ensure to complete your final-out in time to pick up your tickets before you are scheduled to fly.



CPF: Marco Polo Airport Shuttle & Pets



- The following conditions **MUST** be met in order for pets to ride the bus:
 - The pet must be inside of a pet carrier **AND** the pet carrier must be able to fit on or in between the seats on the bus.
 - Italian law prohibits the transportation of live animals in the undercarriage of the bus.
- If the free shuttle service provided by the instillation cannot meet our PSCing Soldiers and civilians transportation needs, they must arrange for other means of transportation and request reimbursement at the gaining organization when filing their travel voucher.
- Please note that transportation is a reimbursable PCS expense.



Military Personnel Services

POC: Mr. Scott C. Hamilton

Caserma Ederle, Bldg 28

DSN: 637-7467 / 7469 / 7490

Comm: 0444-61-xxxx

Hours: Mon-Fri 13:00-16:00

Email: usarmy.usag-italy.imcom-europe.list.mpd@mail.mil



Military Personnel Services (MPS): Agenda



- Assignment Eligibility
- Deletion and Deferment
- Airborne Assignment
- TDY en-route Options
- Availability Date
- Billing Travel Options – CBA/IBA
- DA Form 31 (Leave Form)
- Verifying the Assignment Packet
- Soggiornos



(MPS): Assignment Eligibility



- Permanent Change of Station (PCS) when PCSing back to the States:
 - Have at least 12 months of service remaining from report date
 - Not Flagged except for APFT failure
 - Satisfy all the preconditions specified in the Assignment Instructions
 - All first term Soldiers who are on assignment and are not planning on reenlisting need to sign a first term statement indicating they will not extend or reenlist
 - Career Soldier who must reenlist or extend to meet time remaining requirements must do so before the PCS orders are published



(MPS): Assignment Eligibility (Cont.)



- Consecutive Overseas Tour (COT) when serving another overseas tour.
 - Complete their current prescribed tour and any other voluntary extensions
 - Have enough service time remaining to complete the consecutive tour
 - Agree to serve the second tour in full
 - Submit DD Form 4787 to MPD if family travel is involved
 - Complete the required EFMP screening if Service Member has dependents
 - Must be granted concurrent family travel prior to dependents traveling with you
 - Ensure that all dependents have passports and meet the host nation immigration requirements



MPS: Deletion and Deferment of Assignment



- Operational Deletion/Deferment is based on the needs of the losing command
- Compassionate Deletion/Deferment is based on needs of the Soldier
- Instead of operational deletion, consider Foreign Service Tour Extension (FSTE)
- Submit requests for deletion or deferment to DA within 30 days of coming on Assignment Instructions (AI)
- If a situation occurs after the 30 days, request should be submitted within 72 hours of the situation



MPS: Airborne Assignments



- Per AR 614-200, Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general Court-martial authority, separated, reassigned by HRC or accepted for another airborne, airborne ranger, special forces or other assignment which is considered by HRC to have higher priority.
- Before issuing assignment orders, the Soldier of the proposed assignment must initial eMilpo report AAA-234 and indicate acceptance or declination of airborne assignment.
- If Soldier declines airborne assignment, withdrawal of SQI (P) and deletion of assignment will be submitted IAW MILPER Message10-045, dated 17 Feb 10 and AR 614-200, dated 3 Sep 09.



MPS: PCS with TDY En-Route – w/ Family Members



- PCS'ing from Italy back to the States:
 - OPTION 2: Take family members to the new duty station, get them settled, then proceed to TDY en-route
 - Gaining CMD may authorize 10 days leave for house hunting
 - Govt. transportation to and from TDY authorized
 - To receive BAH at new PDS an exception to policy must be approved through the local finance office and USAREUR G1 to the Army G1 for decision.
 - OPTION 4: Take family members to:
 - a) TDY location at personal expense
 - b) Some other location at personal expense
 - c) A designated location at Govt. expense other than the new permanent station
 - Entitlements for dependents transportation will be based on the most direct route between the old and the new permanent stations



MPS: PCS with TDY En-Route – w/ Family Members



- PCS'ing and Reclassing
- PCS is contingent upon successful completion of school
- Soldier may request for family members to remain in housing if the following apply:
 - Soldier is not authorized movement of HHGs to the TDY location.
 - The school is 1 year or less with a return to the same installation after graduation In both situations, retention of housing can only be authorized up to 30 days after completion of TDY or graduation.



MPS: PCS with TDY En-Route – “KNOWS”



- Additional information for leaving family members in Italy while TDY en-route:
 - Justified written requests must be sent through housing to Garrison Commander for decision.
 - Soldiers who leave family members in Italy while TDY en-routes are not authorized Government-funded travel back to Italy for the sole purposed of relocating their family.
 - To receive BAH at new PDS an exception to policy must be approved through the local finance office and USAREUR G1 to the Army G1 for decision.



MPS: Availability Date

- The Availability date is documented on the “Aval Date” line of the orders.
 - Enlisted: The availability date for an enlisted Soldier is three calendar days before his/her Date Eligible for Return from Overseas (DEROS).
 - Example: Soldier has DEROS of 15 May 2013. The Soldier's PCS orders will indicate an "Aval date" of 12 May 2013.
 - Officer: The availability date for an Officer is not normally calculated in connection with the Officer's DEROS. An officer's "Aval date" is the first day of their leave date.
- You CANNOT depart BEFORE your Avail Date.
- You may fly up to 6 days past your Avail Date.
- Anything beyond 6 days requires an amendment to your orders.



MPS: Billing Options



- CBA - Centrally Billed Account
 - Soldier will purchase a travel ticket utilizing PCS orders. Local Commercial Travel Office (SATO) will do the purchase transaction using Soldier's PCS orders.
- **IBA - Individually Billed Account (MANDATORY for SMs with a Government Travel Card)**
 - Soldier will purchase a travel ticket at his/her own expense through Local Commercial Travel Office (SATO) and receive reimbursement (at Gov. rate) once travel is complete.
 - Submit travel voucher to finance for reimbursement and NLT 15 days upon arrival at new PDS
 - Reimbursement of excess baggage is authorized but will not exceed two (2) total checked bags per traveler. For
 - For more information go to:
<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidances/dts//gtcc-pcse.pdf>



IBA – Government Travel Charge Card



- For those with an individually billed account (IBA), the individually billed account travel charge card will be used for all official relocation expenses.
- Upon notification of PCS, individuals who possess an IBA(GTCC) will contact their local unit travel charge card Agency Program Coordinator (APC) to register into the PCS program.
- Exclusions. The following types of PCS are excluded from the program:
 - Accession
 - Separation
- Cardholders will benefit from the convenience of charge card use. The card eliminates the need to apply for an advance of travel entitlements and reduces the travelers' dependency on personal funds.
- While in PCS status, accounts will not suspend, incur late fees, or report against command delinquency percentages. The program also contains safeguards to prevent fear of delinquency and subsequent account suspension due to late payment. Remember, you must be placed in PCS status by the APC, it is not automatic.



Government Travel Charge Card -Contd



- Credit limits may be increased to allow for PCS entitlements according to current DOD guidelines.
- Travel Advances. Participants will obtain travel advances using their GTCC (ATM, cash, manual cash disbursement). Travel advances may not be obtained by any other means while participating in this program.
- The following expenses are authorized for use with this program:
 - Transportation
 - Lodging
 - Meals
 - Temporary Quarters Subsistence Expense (TQSE)
 - House Hunting Approved expenses

USAG Italy Agency Program Coordinator (APC)

Ms. Maylai Fontanez

Resource Management Office, Bldg 28, 2nd floor

DSN: 637-7484/Civ: 0444-61-7484



MPS: DA Form 31 – Leave Form



- Avail Date (that will be indicated on your orders) is normally the leave beginning date
- Permissive TDY has to be put into your leave form. Block 17 on the DA 31 and break it down. From this date to this date will be PCS leave and from this date to this date will be Permissive
- TDY. TDY school periods must be indicated on leave form as well.
- Must be signed and approved by Unit Commander

PART I			
2. NAME (Last, First, Middle Initial) Doe, John E.		3. SSN 111-11-1111	4. RANK PVT
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) Leave Address		7. TYPE OF LEAVE <input checked="" type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER <small>Leave Together with Permanent</small>	
9. NUMBER DAYS LEAVE			
a. ACCRUED 35	b. REQUESTED 30	c. ADVANCED NA	d. EXCESS NA
11. SIGNATURE OF REQUESTOR / - - -		12. SUPERVISOR RECOMMENDATION/SIGNATURE APPROVAL [initials] DISAPPROVAL	
14. DEPARTURE			
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTH	
15. EXTENSION			
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTH	
16. RETURN			
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHOR	
17. REMARKS PCS Leave: 1 Aug 2010 - 20 Aug 2010 Permissive TDY: 21 Aug 2010 - 30 Aug 2010			
PART II. EMERGENCY LEAVE, TRANSPORTATION AND TRAVEL			
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion return to home station (or location) designated by military orders. You are directed to report to the Aerial Foward movement to the authorized international airport designated in your travel documents. All additional			



MPS: LEVY Packet Requirements



- Leave Form DA 31
- Form AAA 234 Individual Losing Assignment for Enlisted or Request for Orders RFO for Officers
- Reassignment and Travel Election Worksheet
- DD Form 93 Record of Emergency Data
- Proof of CMD SPON – previous order w/dependents listed or deferred family travel order or MPD Command Sponsorship Memo
- Copies of first page of dependents' passports
- DA 5434 Sponsorship Program Counseling and Information Sheet
- LEVY Brief Memorandum of Understanding
- PCS orders bringing you to Italy
- Updated ERB or ORB (No more than a week old)



MPS: Additional LEVY Packet Requirements



- Additional Information Required for Overseas Assignments to Europe/Hawaii/Alaska/Korea/Japan:
 - DA FORM 5888 Family Member Deployment Screening Sheet with EFMP stamp from Health Clinic**
 - DD FORM 2792 Exceptional Family Member Medical Summary if there are EFMP Family members**
 - DA FORM 4787 Reassignment processing form
 - DA FORM 5121
 - Family Member Declaration Statement

**must be electronic and current within one year. Vicenza Health Clinic POC Ms. Melissa Ortiz,
melissa.d.ortiz6.civ@mai.mil; 636-9567; 0444-61-9567



MPS: Soggiornos



- Expired Soggiornos:
 - All Soldiers with dependents having an expired Soggiorno will be required to turn in the expired Soggiorno or provide a lost/stolen report from the Vicenza Carabinieri prior to their orders being released.
- Turning in of Soggiornos:
 - Soggiornos are required to be turned in during the clearing process.



Federal Voting Assistance Program (FVAP)

Mr. Willie Chandler

Caserma Ederle, Bldg 28

DSN: 314-637-7491 / 0444-61-7491

Hours: Mon-Fri 09:00-11:30, 13:00-16:30

Closed Thurs mornings, open 13:00-16:30

Email: willie.j.chandler.civ@mail.mil





Voting Assistance Program



- ***What is absentee voting and how is it done?***
 - absentee voting is conducted by mail, and sometimes in person before Election Day.
- ***To be eligible, you must:***
 - be a citizen of the United States
 - be a resident of the state in which you're planning to register
 - be at least 18-years-old at the time of the next election
- ***To be eligible, you must not:***
 - be imprisoned or on parole for a conviction or felony
 - Be currently judged mentally incompetent by a court of law
- ***How do I register to vote? And when?***
 - before you can vote, you have to register. Many States have a different deadlines for voter registration. In most States, you need to register at least 30 days before the election.
 - visit the Federal Voting Assistance Program website at <http://www.fvap.gov> to view your State's requirements, and to download registration and voting resources.

Request and Receive Your Ballot: When you register as a Special Absentee Voter, you can choose to have your ballot mailed, emailed or faxed to you. You may even be able to download it from the county's website. For additional information and resources, as well as answers to many frequently asked questions visit www.fvap.gov, or contact the Installation Voting Assistance Officer (IVAO), Mr. **Willie Chandler. DSN: 314-637-7491**



VAP - What do I do now?



If you are:

Separating from the Service

- As you transition back to civilian life, you will no longer be covered by the Overseas Citizens Absentee Voting Act . You and your eligible family members should notify your local election official of your change in voter registration status and update your information to vote locally. You may do this in either one or two easy steps.
- If you have voted absentee or locally and are **staying** in the same voting residence after separation:
 - **Step 1:** Notify your election official of your change in status and that you will be voting at the poll site in future elections. A [sample letter](#) is provided for your convenience.
- If you voted absentee or locally and are **moving** to a new State or county after separation:
 - **Step 1:** Notify your election official of your change in status and that you will no longer be voting in that jurisdiction. A [sample letter](#) is provided for your convenience.
 - **Step 2:** Complete a [National Voter Registration Form](#) to register as a civilian.
- Additional information about registering to vote locally can be found on your State/Territory Election websites.

PCSing

- If you move within your existing county, you must complete a new voter registration form to update your new address. If you move to a different county or state, you must re-register with your new county and/or state. To find this information, visit your state election office's Web site, or visit **FVAP.gov**.
- Contact both your former and your new election offices regarding your registration status. The voter registration application may ask that you provide your previous name, address, county and state. Your new election office uses this information to notify your former election office that you no longer reside in that jurisdiction.
- If you are living in another state temporarily, You should register to vote using the address of your permanent residence. If you receive your mail at a P.O. Box, you can provide that information on the voter registration application, under the category of mailing address.



VAP – Key Events



State	Date	Event Type
Alabama	3/1/2016	State Primary
Alabama	3/1/2016	Presidential Primary
Alabama	4/12/2016	State Primary Runoff
Alaska	8/16/2016	State Primary
Arizona	3/22/2016	Presidential Primary
Arizona	8/30/2016	State Primary
Arkansas	5/24/2016	Presidential Primary
Arkansas	5/24/2016	State Primary
California	6/7/2016	Presidential Primary
Colorado	6/28/2016	State Primary
Connecticut	4/26/2016	Presidential Primary
Connecticut	8/9/2016	State Primary
Delaware	4/26/2016	Presidential Primary
District of Columbia	6/7/2016	Presidential Primary
Florida	3/15/2016	Presidential Primary
Florida	3/15/2016	Presidential Primary
Florida	8/30/2016	State Primary
Georgia	3/1/2016	Presidential Primary
Georgia	5/24/2016	State Primary
Georgia	7/26/2016	State Primary Runoff
Guam	8/27/2016	Territory Primary
Hawaii	8/13/2016	State Primary

State	Date	Event Type
Idaho	5/17/2016	State Primary
Illinois	7/7/2015	CD 18 Special Primary
Illinois	9/10/2015	CD 18 Special General
Illinois	3/15/2016	Presidential Primary
Indiana	5/3/2016	Presidential Primary
Indiana	5/3/2016	State Primary
Iowa	6/7/2016	State Primary
Kansas	8/2/2016	State Primary
Kentucky	5/17/2016	State Primary
Kentucky	5/17/2016	Presidential Primary
Maine	6/14/2016	State Primary
Maryland	4/26/2016	Presidential Primary
Maryland	4/26/2016	State Primary
Massachusetts	3/1/2016	Presidential Primary
Michigan	3/8/2016	Presidential Primary
Michigan	8/2/2016	State Primary
Minnesota	8/9/2016	State Primary
Mississippi	3/8/2016	Presidential Primary
Mississippi	3/8/2016	State Primary
Mississippi	3/29/2016	State Primary Runoff
Missouri	3/15/2016	Presidential Primary
Missouri	8/2/2016	State Primary



VAP – Key Events (Cont.)



State	Date	Event Type
Montana	6/7/2016	Presidential Primary
Montana	6/7/2016	State Primary
Nebraska	5/10/2016	Presidential Primary
Nebraska	5/10/2016	State Primary
Nevada	6/14/2016	State Primary
New Jersey	6/7/2016	State Primary
New Jersey	6/7/2016	Presidential Primary
New Mexico	6/7/2016	Presidential Primary
New Mexico	6/7/2016	State Primary
North Carolina	5/3/2016	State Primary
North Dakota	6/14/2016	State Primary
Ohio	3/8/2016	State Primary
Ohio	3/8/2016	Presidential Primary
Oklahoma	3/1/2016	Presidential Primary
Oklahoma	6/28/2016	State Primary
Oklahoma	8/23/2016	State Primary Runoff
Oregon	5/17/2016	Presidential Primary
Oregon	5/17/2016	Presidential Primary
Pennsylvania	4/26/2016	State Primary
Pennsylvania	4/26/2016	Presidential Primary
Puerto Rico	6/5/2016	State Primary
Rhode Island	4/26/2016	Presidential Primary

State	Date	Event Type
South Carolina	6/14/2016	State Primary
South Carolina	6/14/2016	State Primary
South Carolina	6/28/2016	State Primary Runoff
South Dakota	6/7/2016	State Primary
South Dakota	8/16/2016	State Primary Runoff
Tennessee	3/1/2016	Presidential Primary
Tennessee	8/4/2016	State Primary
Texas	3/1/2016	State Primary
Texas	3/1/2016	Presidential Primary
Texas	5/24/2016	State Primary Runoff
Utah	6/28/2016	State Primary
Vermont	3/1/2016	Presidential Primary
Vermont	8/9/2016	State Primary
Virginia	3/1/2016	Presidential Primary
Virginia	6/14/2016	State Primary
Washington	8/2/2016	State Primary
West Virginia	5/10/2016	State Primary
West Virginia	5/10/2016	Presidential Primary
Wisconsin	4/5/2016	Presidential Primary
Wisconsin	8/9/2016	State Primary
Wyoming	8/16/2016	State Primary



Retention

Caserma Ederle, Bldg 28

DSN: 634-7108

Hours: Mon-Fri 09:00-17:00

Closed Thurs mornings, open 13:00-16:30

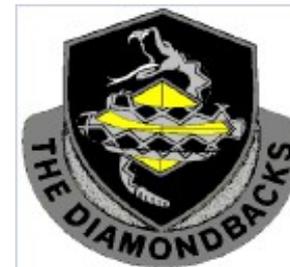
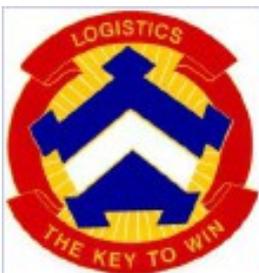


Retention Important Facts

- Service Remaining Requirements:
 - Within 45 days of notification of an SRR, Soldiers will be counseled and take one of the following actions:
Reenlist/extend or sign a DCSS
 - Soldiers, other than initial term, with more than 4 years service for pay purposes at ETS, must take action
- Declination of Service Statement Consequences:
 - Automatic Flag on your ERB
 - Ineligible for OCS/ WOC
 - Removal from promotion standing list (if applicable)
- You may be eligible for other assignments (CONUS and OCONUS) provided you have sufficient SRR of the new assignment



C/106th Financial Management Company (FMC)



Caserma Ederle, Bldg 28

DSN: 634-6444 / 7450 / 7531 / 6734

Hours: Mon-Fri 09:00-16:00, closed 12:00-13:00 for lunch.

Closed Thurs mornings for STT, open at 13:00

All finance questions/documents should be brought to IOP at Building 393 once clearing papers have been issued.



Advance Pay

- Authorized to all married soldiers during PCS.
- DD form 2560, leave form, copy of orders.
- Only one month authorized at losing station.
- Pay advance amount is calculated as Base Pay minus all taxes and recurring deductions on LES.
- Soldiers in the rank SGT and above may sign for their own first one (1) month of pay advance.
- Soldiers in the rank of E-4 and below are required their Commander's signature.
- Prorated for 12 months.



DLA w/ Dependents



- Not authorized if SM has Government Travel Card
- 1 copy of orders/amendments or revoked , DA 31 (approved), and flight itinerary for dependents.
- Must settle travel at gaining station to avoid collection in relation to PCS move.
- PCS orders must state that “SM is authorized to relocate dependents to gaining station at government expense,” and the names of dependents **MUST** be listed on orders.
- If not requested 10 working days from final out date, it will **NOT** be payable until arrival at gaining station.
- Request form available upon initial issue of clearing papers.



TLA



- Ten (10) days authorized when clearing economy quarters; Three (3) days authorized when clearing government quarters.
- Used to partially reimburse a soldier for extra expenses that occur when occupying temporary lodging OCONUS.
- Economy TLA paperwork handled by soldier. SNA, invoice, and housing memo brought to Customer Service (bldg 393).
- Ederle Inn paperwork handled by the hotel through housing.



Misc Pay Entitlements

OHA/COLA

- OHA stops on the day that is on the DD Form 2367 received from housing.
- COLA stops on the day prior to departing.
- Sm will fill out DA Form 5960 form for In-transit entitlements during final out appointment.

Airborne Hazardous Duty Pay

- Entitlement will be stopped a day prior to departure.



Documents to bring to Final Out Appointment



- Clearing papers showing all other agencies cleared (Finance, Personnel and CPF are the last three stations).
- One copy of PCS orders (Include any amendments and revocation of orders).
- One copy of approved DA form 31 (Leave form).
- Termination letter from housing (gov't quarters).
- Copy of OHA termination form with effective date.
- Dependents flight itinerary when applicable.



Housing Division

Via Casermette 107; (Outside Gate #4)

DSN 637-7950/7951

Operating Hours: Mon, Tues, Wed, Fri 0830-1200 & 1300-1630

Thurs only 1000-1200 & 1300-1630



Housing: Preparing you PCS Move

- Barracks: No TLA Authorized.
- Government Quarters: Max 3 days TLA.
- Private Rentals: Max 10 days TLA.
- Scheduling flights on Monday or Tuesday could result in paying out of pocket hotel expense, if exceeding max TLA authorization.
- **Clearing Barracks:**
 - You must coordinate with your unit barracks manager or First Sergeant.
 - You may also request the assistance of the FSBP Office, at CPF for Ederle and bldg 10 for Del Din, which is responsible to sign your clearing papers.
 - TLA is not authorized.



Housing: Clearing Government Quarters



1. With Orders, schedule pick up date of HHGs with the Transportation Office
2. Go to the Housing Office and schedule an appointment with an A&T Clerk for a Termination Appointment
3. Bring orders, flight itinerary, and leave form to Termination appointment. A&T Clerk will schedule a Pre-Termination Inspection, Termination Inspection, and delivery of Temporary Furnishing (as needed)
4. Pre-Termination inspection is to provide guidance and/or assess damages for Statement of Charges
5. Return AFN Decoder and/or transformer to the CFMO Warehouse in Torri
6. Termination Inspection is scheduled 3 days before flight out for 3 days of TLA in the hotel
7. Stop by the Housing Office one last time for TLA paperwork



Housing: Clearing Private Rental Quarters



1. With Orders, schedule pick up date of HHGs with the Transportation Office
2. Go to the Housing Office and schedule an appointment with a Lease Negotiator for a Termination Appointment
3. Bring orders to the Termination appointment. Lease Negotiator will schedule delivery of temporary furnishings (if needed), pick up of Government furnishing and appliances, utilities close out appointments, and final termination appointment
4. Return AFN Decoder and/or Transformer to the CFMO Warehouse in Torri
5. Final Termination Inspection is scheduled 10 days or less before fly out date for 10 days maximum of TLA
6. Receive and pay final utility bills
7. Bring copy of paid bills to Housing Office for final clearing and receive TLA paperwork for hotel



Transportation: Personal Property Processing Office (PPPO)

Building 393; Second Floor
DSN 634-6926

Hours: M, T, W, & F 09:00-15:45
Thursday 10:00-15:45

Closed from 12:00-13:00 for Lunch

<http://www.usag.vicenza.army.mil/sites/local/DOL/transportation.asp>

Make Arrangements: www.move.mil

Answers to [your Questions: usarmy.vicenza.imcom-europe.mbx.ito@mail.mil](mailto:usarmy.vicenza.imcom-europe.mbx.ito@mail.mil)



PPPO Schedules & 10 Day Rule



- OUTBOUND BRIEFING BY APPOINTMENTS ONLY
 - Self-Counseling DPS LAB
 - Click on www.move.mil
 - Monday – Friday (0900hrs – 1600hrs)
 - Building 393, 2nd Floor
- The PPPO requires a minimum of 10 days to process transportation services
 - The first day is the day you sign your **completed** paperwork. The tenth day is the first day the movers will arrive at your home to begin packing your household goods.
- Exceptions to the 10 day rule:
 - Bluebark, Compassionate Reassignment, Critical Medical Reassignments and Separations, and Chapters/ETS)



PPPO: Pick-up Schedule

- Monday – Friday and US Holidays
 - Between 0800hrs – 1700hrs May –Sep
 - Between 0800hrs – 2200hrs Oct-Apr
- Changes to the scheduled pick up are made directly between the Local Agent and the Service Member
- **NOTE:** If the Soldier wants to change pick up dates (weekdays only) it is at his/her discretion, not for the convenience of the Local Agent. If the Local Agent wants to change pick up dates the Soldier is not obligated to accept the change.



PPPO: Order of Events & Types of Shipments



- Proper Order of Events
 - Complete your transportation application and US Customs paperwork, obtain a copy of DD 1299
 - Show DD 1299 to schedule Housing Clearing Appointment
 - Make airline ticket arrangements
- Types of Personal Property Shipments
 - HHG: Household Goods
 - UB: Unaccompanied Baggage
 - PPM: Personally Procured Move (includes postal and wine reimbursement)
 - NTS: Non-Temporary Storage



PPO: Special Considerations



- PROFESSIONAL BOOKS, PAPERS & EQUIPMENT (PBP&E): As of 1 May 20014 **MAX** weight for PBP&E is 2000 pounds regardless of Military Occupational Specialty (MOS) or Branch of Service
 - Ensure PBP&E is separated from HHG and UB shipment day of pack and pickup.
 - Ensure PBP&E is identified on inventory and displays an estimated weight
- HHG/UB SPECIAL SHIPMENT
 - PPPO arranges pick ups and deliveries from Milano, Varese, Torino, Parma, Ghedi, Desenzano, Ferrara, Bologna, Rimini, Ancona and Vicenza Italy.
 - All Special Storage (aka–deployment) shipments **MUST** be **Delivered to Quarters**, before pick up of outbound HHG/UB shipment.



PPPO: Motorcycles & Alcohol

- Motorcycle Requirements **at the time of counseling**: Title and Registration **or** Bill of Sale in Service Member's Name
 - Whether the motorcycle is “Drivable”
 - Note: Motorcycles are shipped in HHG Shipment Gas or oil in tank of motorcycle is strictly prohibited
- Alcohol In HHG Shipment: at the time of Counseling:
 - Wine list AND
 - Final destination state permit OR
 - Final destination state taxes paid invoice OR
 - Final destination state Alcohol Beverage Control
 - Board letter of exemption
 - NOTE: All duty, taxes, and permits are the Service Member's responsibility. ABC Board: <http://www.ttb.gov/wine/state-ABC.shtml>. More Info: http://www.ttb.gov/importers/personal_importation.shtml



PPPO: Claims

- The following slides provide valuable information for filing a claim as a result of loss or damage to household goods or unaccompanied baggage shipped or stored at Government expense.
- The Claims Office is located on first floor of the Office of the Staff Judge Advocate, Building 241.
- Claims Office Hours of Operation:
 - Mondays: Walk-In Service 0900 – 1200 and 1300 – 1530
 - Tues-Wed: Walk-In Service 0900 – 1200 and 1300 – 1630
 - Thursdays: Walk-In Service 1300 – 1630
 - Fridays: Appointments only 0900 – 1200 and 1300 – 1630*
 - Please call DSN:634-7031/7041 to schedule an appointment.
 - *Legal Assistance and Claims Offices will close at 1600 on Training Holidays.



PPPO: Claims- What You Need to Know



- DPS (Defense Personal Property System) is an Internet based system that supports DP3 and tracks shipments from start to finish. Most importantly, it provides direct communication between the service member and the Transportation Service Provider (TSP)
- FRV (Full Replacement Value) is the DP3 component that deals with your personal property claim and allows service members to recover the full replacement value of destroyed and damaged personal property as a result of a DoD-sponsored move.
- TSP (Transportation Service Provider) is the carrier or moving company.
- MCO (military claims office) The local MCO is the Vicenza Claims Office in building 241.



PPPO: Claims – Tips for a Successful Move



- Obtain appraisals for high value items (at your expense)
- Use a video or still camera to record your items
- Don't ship small valuable items (jewelry) or irreplaceable items (photo albums)
- Empty trash cans
- Have a separate marked area for items you do not want shipped
- Note your exceptions to pre-existing damage on the inventory
- Examine the inventory (generic description—plate vs. specific description—Bernardaud China "Etoiles" Dinner Plate)



PPPO: Claims – Important Information



- You do not need to obtain estimates of repair in order to file your claim with the TSP.
- If a claim is timely filed with the TSP, the TSP is liable for the repair or FRV cost of a damaged item, whichever is less.
- The TSP must respond to a claimant within 60 days of receipt of the claim. However, if a claimant does not hear from the TSP within 30 days, the claimant may transfer the claim to their MCO for adjudication. Contact your local MCO before you elect to transfer your claim.
- **BOTTOM LINE**: Visit your local MCO within 75 days of delivery for assistance to ensure your “Notice of Loss/Damage after Delivery” is properly dispatched to the TSP.



PPPO: Getting Started with Claims



- You must establish a DPS account to submit and manage your claim. If the Transportation Office at origin has not already assisted you with obtaining a user ID and password, you can easily arrange one for yourself. Go to <http://www.move.mil>; next click on “DPS registration” and complete the online registration form. The “DPS Login” link is on the same webpage.



PPPO: Claims – What to do Next



- Submit Notice of Loss. All loss/damage must be submitted online through DPS within 75 days of delivery. Neither the TSP nor the Government will pay for items not identified on the loss/damage report within 75 days.
- Submit Your Claim. Submitting notice of loss does NOT constitute filing a claim! These are two different steps. You have 9 months from the date of delivery to file your claim online through DPS. Find the step by step instructions on the Move.mil official DPS portal or review our information paper, “How to File a Household Goods Claim on DPS.”



PPPO: Travel – Airline Tickets

Commercial Travel Office (CTO)

Building 161

DSN 634-8351

Hours: Mon-Fri 08:00-17:00

VicenzaCTO@cwtsatotravel.com

- After Transportation services have been arranged go to the Commercial Travel Office (CTO) to reserve your airline tickets.
- Check AVAL date on last page of orders when scheduling your flights to avoid out of pocket lodging.
- You must obtain the red stamp on your orders from Central Out-Processing to pick up tickets.



PPPO: Traveling with Pets



- Flight arrangements for your pets are the Service Member's responsibility, ensure you inform CTO that you have a pet for guidelines when you book your ticket.
- Contact your Veterinarian for the required documentation for your pet.
- Airlines restrict pets by weight limitations and embargo pets when temperatures at takeoff are less than 45° or greater than 85°.
- For further assistance, contact Contracting Officer Technical Representative for Official Travel at 634 6920.



Vehicle Registration Out Processing

**Vehicle Processing Center (VPC): Torri di Quartesolo (VI):
MON-FRI 08:00-17:00; Closed on Italian and American Holidays
DSN: 634-7760**

**Vehicle Registration – Torri di Quartesolo (VI):
MON-FRI 08:00-17:00; Closed on Italian and American Holidays
DSN: 637-7820/7822**



Vehicle Registration Tips

- To clear you must SHIP/SELL/or SCRAP all your vehicles/motorcycles
- Bring all copies of HHG showing motorcycle in shipment
- Shipping a car commercially you must have a copy of your shipping documents.
- To sell a vehicle: The seller must get a safety inspection within 30 days. The buyer should call vehicle registration at 637-7820 or 637-7822
- To junk a vehicle, come to vehicle registration to get the paperwork. Clearing will only be allowed after the vehicle is turned in.
- To ship contact the Vehicle Processing Center, 634-7760
- PCSing within Europe, you must turn in your cover plates, and Temporary AFI plates will be issued to drive across Europe.



Vehicle Registration Tips (Cont.)



- Shipping a Vehicle Government: Make an appointment online at www.pcsmypov.com. For additional information contact 634-7760.
- On the day of your appointment the vehicle must be cleaned inside and out to include the trunk under the spare tire and the air filter. Any dirt will result in failure to pass.
- Vehicle must have less than ¼ tank of gas, anything over will fail.
- There can not be any fluid leaks.
- Only floor mats, baby seat, first aid kit, warning triangle can be shipped inside the vehicle.
- Italian cover plates must be returned or a lost license plate statement from the SETAF Carabinieri.



Postal Service Centers

Caserma Ederle: Bldg 302 Ph: 634-7430

Caserma Del Din: Bldg 2 Ph: 637-2750

Hours: M, W, Th, F 09:00-17:00

Tues: 11:30-17:30

Closed on American Federal Holidays



Postal: Helpful Out-Processing Hints

- Stop by your servicing Postal Service Center before departure to close down your CMR receptacle.
 - Bring a copy of your orders and your I.D. card
- A forwarding address is required at the time of out-processing.
 - Per DoD regulation, you first class mail and parcels will be forwarded for 1 year.
 - Subscription periodicals are forwarded for 60 days only.
- Your forwarding address can be updated with a new address after your departure via e-mail.
 - usag-vicenza.postalservicecenter@armyusag.org for Caserma Ederle
 - usag-vicenza.deldin.postalservicecenter@armyusag.org for Caserma Del Din



Postal: Helpful Out-Processing Hints (cont.)



- Your CMR receptacle will be closed within 24 hours and mail will begin to be forwarded.
 - Please consider the delay in receipt of forwarded mail to your new location since mail must transit to the Vicenza PSC, then follow on travel to your new location.
- Remember to update ALL correspondence with your new address.



USAG School Support Services

Child, Youth & School Services School Liaison Officer

BLDG. 108, Room 43
Army Community Services
VicenzaSLO@gmail.com



School Support Services



- Assist you and your child transition to new school/installation
- Regulation 608-101 requires Soldiers to clear SLO
- **Assists families in connecting with SLOs at the sponsor's gaining unit.**



SSS: Students' Challenges



- Leaving friends and making new friends
- Adjusting and fitting in
- Repeating courses
- Finding their way around
- Credit being accepted for graduation
- Confusion on new schedule
- Grades
- New School procedure (bus stop, lunch schedule, ID cards)
- Extracurricular offerings
- Have someone to eat lunch with



SSS: Withdrawal Procedures for Sure Start – 12th Grade Students



- Notify school registrar's office once you have received an estimated departure date.
- **Complete withdraw request and provide a copy of the Sponsor's PCS orders at least 2 weeks prior to departure.**
- Ensure student has followed proper withdrawal process of the school to include:
 - Return ID/library card. Clear library. Return all books (library and text) and school material calculators, computers, cameras, all electronic equipment etc)
 - Clear all charges and fines
 - Clear Nurse's and attendance office
 - Clear any extracurricular activities (return equipment and clean uniforms to sport coaches and ROTC)



SSS: Withdrawal Procedures for Sure Start – 12th Grade Students (cont.)



- First bullet deleted
- Clear AAFES Horizon Student Meal Program
- Ensure proper clearing through Child, Youth & School Services - Parent Central Services – Office 42
- Clear School Support Services – Office 43
- **REMINDERS:**
 - Contact the School Liaison Officer when you arrive at new installation
 - Enroll your children **upon arrival at your new duty stations.**
 - Last bullet deleted.



SSS: Helpful Links



- Web Sites
 - www.militaryChild.org
 - www.militarybrats.com
 - www.dmdc.osd.mil/sites
 - www.nmfa.org
 - www.naeyc.org
 - www.homeschoolcentral.com
 - www.militarystudent.org
 - www.schoolmatters.com
 - www.militaryonesource.com
 - Installation School Liaison Web Site



USAHC-VICENZA



Soldier Readiness NCOIC: 636-9120

CIV 0444-61-9120

Bldg 2310

Hours: Mon-Fri 0800-1630

Closed Thurs morning for STT.



VHC: Must Knows



PCSing

- Audiology- Must be a Class 1 on MEDPROS
- Soldier Readiness- Must Be MRC 1, be up to date on all required Immunizations, Vision screening, HIV draw, Behavioral Health, Periodic Health Assessment, and Post Deployment Health Reassessment.
- Soldiers will not be cleared until PHA or PDHRA appointment is made. Part 1 must be completed online prior to booking appointment.

Separating:

- Can start Separation Physical up to 3 months before final out.
- May start Separation Physical up to 6 months before final out if applying for early VA Benefits.
- See Soldier Medical Readiness to start the physical



VHC: Medical Records

- Service Members and Dependents 18 years and older must request a copy of their own Medical Records due to the Privacy Act.
- Service Members and Dependents must bring a copy of orders upon PCS to or PCS from Italy and fill out DA Form 877 in order to have Medical Records shipped to or from OCONUS and CONUS locations.
- Soldiers separating from the Army receive a copy of their Medical Record, not the original. Let the Medical Records department know three months in advance.

MEDICAL RECORDS
PAD Front Desk: 636-9050
CIV: 0444-61-9050



TRICARE

DSN: 636-9062

CIV: 0444-61-9062

Need a copy of orders, and clearing papers



Vicenza Dental Clinic

Out-Processing: PCS/ETS/RET

Front Desk

Bldg 2310

DSN: 636-9803/9805

Hours: Mon-Fri 0730-1630

Limited Staff Thurs morning for STT



Dental Clinic: Must Knows



PCSing

- Need CAC card and a copy of orders
- Sign out: Green out-processing book.
- Fill out DA 3705 (receipt for outpatient treatment/dental record).
- Dental record/s will be put in an envelope and sealed with Vicenza DC label.
- Out-processing checklist will be signed and dated.

ETSing/Retiring

- Need CAC card and a copy of orders.
- Sign out: green out-processing book.
- Make copy/s of dental record/s and put in manila folder (original record will be kept in the clinic and turned in to PAD for transition to VA).
- Out-processing checklist will be signed and dated.



Vicenza Veterinary Clinic

Located on the Longare Base, Bldg 2

**Map is located in the document rack 1st floor CPF across from
Information Desk.**

Hours of Operation: Monday – Friday 0800-1200 & 1300-1600

Thursday is ONLY over the counter sales.

**Closed on Federal Holidays, Training Holidays &
Last working day of the month for inventory**



Vet: How to Clear



- Bring your out-processing paperwork to the front desk, then we will verify you do not have any active patient records and all accounts are paid in full.
- We will then sign and stamp your documents.
- **Traveling with Pets – Plan Ahead**
 - Complete Country Clearance Checklist
 - Health Certificate (Required)
 - Pet Passport (Required)
 - Sign out Animal Records
 - Pay Monies Owed
 - Receive Signed Clearing Papers
- Entering another country with pets requires prior planning!



Vet: What is Required?



- Have you reviewed the import requirements for the country to which you are traveling? Some countries may take up to six months to complete country clearance requirements.
 - Are your pet(s) current on all vaccines?
 - Do they have a 15 digit microchip?
 - Is a FAVN test required?
 - Do you have a Pet Passport?
 - Do you require any additional documents: Country Clearance, Proof of FAVN Test, Export, etc.
 - Have you coordinated pet travel:
 - Contacted the Airline to verify pet travel requirements;
 - Need Power of Attorney;
 - Ensured boarding facility available if needed?
- Health Certificate/Exam: within 10 days of flight
- Do you have the animal health record(s) for each pet?



Army Community Service

Relocation Readiness Program Manager
634-8525 or 634-7500
CIV 0444-71-8525



ACS: Two Key Programs

Relocation Readiness

- Relocation Counseling
- Communication with the gaining installation
- Welcome Packets
- Plan My Move Tool
- Military Installation Information

<http://www.militaryonesource.mil/>

Waiting Families Program

- Needs Assessment
- Provides support and services to geographically separated Families
- Provides local information to geographically separated Families
- ACS Mobilization and Deployment 634-7500



Financial Readiness for Relocation

ACS Building 108; Office #110 (Upstairs)

Open 8:00 a.m. – 5:00 p.m.

Please call an appointment:

634-8634 or 634-7500

CIV 0444-71-8634/7500



ACS: Preparing to PCS



- OHA management
- Spending plans
- Account for income and entitlement changes
<http://www.defensetravel.dod.mil/>
- PCS leave
 - Establishing a new household
 - Cost of household items, setup fees, renting vs. buying
- Know what your credit says about you!
 - Check reports for free at www.annualcreditreport.com
 - Protect against identity theft with free active duty alert valid for 1 year
 - Visit ACS for a free FICO credit score and for help with improving your credit standing



EFMP: Exceptional Family Member Program

**ACS, Building 108, Rooms 24 and 27
634-8582 or 634-7500
CIV 0444-71-8582/7500**



EFMP: Requirements for Updating



You must visit the EFMP ACS Office to Out-Process

- If a Family Member is enrolled in EFMP, a copy of your orders is needed.
- If enrolled, a Needs Assessment will be completed quickly and we will connect you to the gaining installation.
 - **While in Transition**: Hand-carry the EFM's medical and educational documents; hand carry medication necessary for several months.
- **Special Housing Needs**: Request assistance from EFMP prior to departure from your losing installation.
- **EFMP Updates**:
 - Medical enrollments must be updated every three years or if the condition changes.
 - Educational enrollments must be updated every year.



EFMP: Relocating to Another Overseas Location



- **Special Education Needs:** For Non DoDDs school options you may want to research to find the school which best fits your child's needs. For this and DoDDs information, visit USAG-Italy school liaison officer.

Command Sponsorship Process:

- **ALL SOLDIERS:** The Command Sponsorship screening, DA5888 must be completed if you are remaining in Vicenza, or moving to overseas installations, including Alaska or Hawaii.
 - EFMP ACS office may facilitate the DA5888.



USAG Italy: Point of Contacts



Agency	Location	Hours	Phone #	Notes
CPF	Bldg 393	M-F 0900-1630	637-7130	Closed on American Federal Holidays
Total Army Sponsorship Program (TASP)	Bldg 108, Room 101	M-F 0900-1630	34-8526/7500	Located in the CPF; bldg. 393
Military Personnel (MPD)	Bldg 28	M,T,W,F 0900-1600 & TH 1300-1600	637-7467/7469/7490	usarmy.vicenza.imcom-europe.list.mpd@mail.mil
Retention	Bldg 28	M,T,W,F 0900-1700 & TH 1300-1600	634-7108	
Housing	VIA CASERMETTE 107 (Outside Gate 4)	M,T,W,F 0830-1600 & TH 1000-1600	637-7950/7951	
Transportation (PPPO)	Bldg 393, 2nd Floor	M,T,W,F 0900-1600 & TH 1000-1600	634-6926	http://usag.vicenza.army.mil/sites/local/dol/transportation.asp
Travel Office	Bldg 161	M-F 0800-1700	634-8351	vicenzacto@cwtsatotravel.com
Vehicle Reg	Torri Di Quartesolo (VI)	M-F 0800-1700	634-7760, 637-7820/7822	Closed on Italian & American Federal Holidays
Postal Service Center (Ederle) Postal Service Center (Del Din)	Bldg 302 Bldg 2	M, W,TH,F 0900-1730 & TU 1130-1730	634-7430 637-2750	Closed on American Federal Holidays
USAG School Support Services	Bldg 108	M-F 0800-1700	634-7500	vicenzaslo@gmail.com
USAHC-Vicenza	Bldg 2310	M,T,W,F 0800-1630 TH 1300-1630	636-9120	
Dental Clinic	Bldg 2310	M,T,W,F 0800-1630 TH 1300-1630	636-9803/9805	
Veterinary Clinic	Longare Base Bldg 2	M-F 0800-1600	635-4841	
Relocation Readiness (ACS)	Bldg 108	M-F 0800-1700	634-8525/7500	Located in the ACS building
Financial Readiness (ACS)	Bldg 108	M-F 0800-1700	634-8524/7500	Located in the ACS building
EFMP (ACS)	Bldg 108	M-F 0800-1700	634-8582/7500	Located in the ACS building



Conclusion

- This concludes your on-line levy brief.
- [Click here for required proof of attendance](#)
- By signing the Memorandum of Understanding you are indicating that you have viewed the entire briefing and all related documents to your departure from USAG Vicenza. A copy of the signed memorandum of understanding must be submitted with your levy packet to the MPD when requesting orders.
 - Note: If Digital signature does not function please print, sign and date.
 - !!!The Memorandum of Understanding must be submitted with your LEVY Packet!!!