

# USAG Italy

## Military Personnel Services



Supporting Soldiers assigned to the Vicenza  
and Livorno Military Communities.

**Location:**

Caserma Ederle  
Building 28, Door #14

**Hours of Operation:**

Mon: 0900-1130; 1300-1600  
Tues: 0900-1130; 1300-1600  
Wed: 0900-1130; 1300-1600  
Thurs: 1300- 1600 (mornings closed)  
Fri: 0900-1130; 1300-1600

**MPS Group Email:**

[usarmy.usag-italy.id-europe.list.mpd@army.mil](mailto:usarmy.usag-italy.id-europe.list.mpd@army.mil)

**Disclaimer:**

**Due to the transition to IPPS-A, some processes and documents are subject to change without notice.**

The Army's Power Projection Platform South of the Alps

As of March 2023

## Reassignment Levy Packet Checklist

All Soldiers on assignment to PCS must initiate “My Assignment Elections” in IPPS-A. Once completed, Soldiers must submit a levy packet to their S1 with documents in the order listed below.

### Required Documents:

- Absence Request
- Reassignment and Travel Election Worksheet
- PCS Orders to Italy including amendments
- DD 93
- Proof of Command Sponsorship of Family members if dependents are not listed on the PCS orders.  
(Examples: CRBA, CS Message, DFT orders)
- Copy of passports for all dependents (Photo Page Only)
- CBA memo from Commander, if applicable
- Airborne Acceptance/Declination Statement, if applicable
- DA Form 5434 (Must be stamped by the TASP office)
- Soldier Talent Profile (STP) (dated within 30 days)

**\*\*\*\* OCONUS ASSIGNMENT \*\*\*\***

### Soldiers electing to serve an OCONUS “Accompanied Tour” must include the additional documents:

- DA Form 5888, Family Member Deployment Screening Sheet
  - Initiate screening: <https://efmp.army.mil>
  - Send email appointment and paperwork request to: [usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil](mailto:usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil)
- DA 4787, Reassignment Processing (must be signed)
- DA 5121, Overseas Tour Election Statement (must be signed)
- Family Declaration Statement

### **\*\*SOLDIERS ONLY\*\***

- DA 4036, Medical & Dental Prep for Overseas Movement.  
(**DO NOT** include this in the levy packet. Soldier must handcarry to the gaining unit)

Levy Packets are still required and must be emailed to your S1



MPS Website

## No-Cost Move

Soldiers who are moving to another command on the same tour must ensure HRC has approved the assignment in IPPS-A.

### Required Documents:

- Absence Request (if taking leave)
- DD 93
- PCS orders to Italy including amendments
- Approval of No-Cost Move (such as IPPS-A Email notification of Assignment, G1 Memo or Screen Shot of IPPS-A Assignments Page)

## In-Place Consecutive Overseas Tour (IPCOT)

Soldiers who are serving another overseas tour of 36-months will need to submit all documents listed under Reassignment Levy Packet Checklist. If are serving an accompanied tour, you must also include the additional OCONUS documents to include EFMP family screening.

Soldiers who are electing to defer their COT entitlements and do not plan to take leave may omit the Absence Request.

## Reassignment Levy Briefing

All Soldiers E6 and below must attend the in-person levy briefing held bi-weekly at the CPF **IN DUTY UNIFORM**. To find out the next scheduled levy brief, send an email to:

[usarmy.usag-italy.usag.list.cpf-out-processing@army.mil](mailto:usarmy.usag-italy.usag.list.cpf-out-processing@army.mil)

All E7 and above to include Officers, may view the online levy brief by clicking the link or QR below:

<https://home.army.mil/italy/index.php/my-garrison-Italy/pcsguidevic/leaving-vicenza/military-personnel-services>



Click or scan the QR code to view the Reassignment Levy Brief Slides

## Command Sponsorship (CS)

This action is processed in legacy until further notice

This checklist is for Soldiers who are currently assigned to Italy and have not initiated CS for their dependents.

### Required Documents:

- DA 4187 (Signed by Soldier and CO CDR)
- Family Declaration Statement
- DA Form 5888
  - Initiate screening: <https://efmp.army.mil>
  - Send email appointment and paperwork request to: [usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil](mailto:usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@health.mil)
- DD 93
- Marriage Certificate
  - All foreign marriage certificates must be translated to English.
- Birth Certificate (For children only)
- PCS Orders & amendments
- Soldier Talent Profile (STP) (dated within 30 days)
- Other documents, if applicable:
  - Court order custody document for step-children
  - Final Adoption Decree
  - Ward of the Court Verification Letter or court order
  - DD1172-2 for Dual Military. Only the sponsoring parent can apply for CS.

**Newborns only:** For children born in Italy to a Command Sponsored spouse, only provide updated DD93, Birth Certificate/ CRBA, PCS Orders and STP.

### Single Soldiers & Dual Military:

Please contact the MPS for more information.

**PCSing?** Refer to the levy packet checklist

### Additional Notes:

- Soldier must serve a 36-month tour.
- Soldier must have 12 months remaining in Italy from the date dependents arrive to Italy
- Soldiers CANNOT be on assignment to PCS

## Deferred Family Travel (DFT)

This action is processed in legacy until further notice

Soldiers, who have an approved command sponsorship however dependents were deferred on PCS orders, must request to initiate family travel.

Soldiers must submit all documents listed on the CS checklist EXCEPT for Family Declaration Statement and DA Form 5888.

Family members must have a No-Fee Passport and Visa **PRIOR** to arrival in Italy. Family members who arrive to Italy on a tourist passport will be returned back to CONUS or last location at **personal expense** to reenter into Italy lawfully. Italy's strict immigration law does not allow dependents to receive their Soggiorno with a tourist passport.

## Free Home Travel Orders

This action is processed in legacy until further notice

Soldiers who are serving a back-to-back OCONUS tour and elected to defer their COT entitlements must request Free Home Travel orders prior to the end of the second tour otherwise Soldiers will lose their entitlements. Free home travel cannot be used in conjunction with their next PCS move.

### Required Documents:

- DA 31 or Absence Request used when arrived to Italy  
(Proof of when Soldiers signed-in to Italy)
- PCS orders to Italy including amendments
- Absence Request for COT travel
- DD 93
- Soldier Talent Profile (STP) (dated within 30 days)
- Copy of Passport for authorized dependents (photo page only)
- Proof of Home of Record  
(Initial enlistment contract, DA 1966, Initial Active Duty Orders)
- CBA Memo from Commander, if applicable

## Extended Logistical Support (ELS)

This action is processed in legacy until further notice

Soldiers who are staying in Italy after the start of their transitional leave and wish to continue their logistical support must request ELS prior to the start of the leave.

Extended logistical support allows Soldiers to retain their base access, SETAF driver's license, vehicle registration, UTEP and postal services until their last day on active duty.

### Required Documents:

- DA 4187
  - Must state reason and timeframe of request  
(The end date cannot go beyond your last day of Active Duty)
  - Signed by Soldier & BN Commander
- PCS Orders & amendments
- Proof of Command Sponsorship of Family members if dependents are not listed on the PCS orders.  
(Examples: CRBA, CS Message, DFT orders)
- Retirement or Separation Orders
- DD 93
- Soldier Talent Profile (STP) (dated within 30 days)

Soldiers who have an accepted or tentative job offer after their retirement or separation date may request up to 90 days ELS after their last day on active duty. Overseas Separation approval can take several months so plan accordingly.

The follow additional documents are required:

- AE Form 635-150A, signed by GO
- Job acceptance or tentative offer with start date
- Approved Overseas Separation Memo

All questions regarding Overseas Separation can be addressed to SETAF G1 through their group box:

[usarmy.usag-italy.setaf-af.list.g1-manpower@army.mil](mailto:usarmy.usag-italy.setaf-af.list.g1-manpower@army.mil)

Soldiers who reside in Italy after their last day on active duty without ELS approval are considered to be a tourist and must comply with all Italian and immigration laws.

## Early Return of Dependents (ERD) Checklist

This action is processed in legacy until further notice

Soldiers who have situations that cannot be resolved locally can request ERD for family members to return back to CONUS in accordance with JTR.

### Required Documents:

- DA Form 4187 (Signed by O5 or above)
- Commander's memo that explains the event and recommendation.
- Chaplain's letter
- Letter from other professionals as appropriate. (Attorney, Doctor, school officials, etc., stating the situation and recommendation).
- Statement of Understanding signed by Soldier, spouse (if applicable) and Commander.
- Current DD 93. Dependent's address must current with physical address listed. CMR or PO Box addresses are not accepted.
- Proof of Command Sponsorship (PCS Orders, Command Sponsorship Orders, Family Travel Orders).
- Soldier Talent Profile (STP) (dated within 30 days)
- AE Form 55-46A, Commander's Checklist for SM and FM Assistance
- AE Form 55-46C, Early Return of Dependents Checklist
- Copy of passports. (Photo page only)

### NOTE:

- Circumstance must meet qualifications listed in the Joint Travel Regulations (JTR) Chapter 5 Part A, 050804, 050805, or 082005.
- ERD will not be used in place of a Soldier's Family Care Plan during temporary duty (TDY) or deployment, IAW AE Supplement 1 to AR 55-46, Paragraph 5-9f.

### After-the-Fact ERD requests:

In addition to all the documents listed above, Soldier must state on DA 4187 the reason why dependents departed Italy prior to the submission of the ERD request and the date of dependent's departure. DD 93 must reflect the current physical address of the dependent's location.

## How to Submit Actions

- All documents must be scanned in a single PDF format.
- All documents must be legible
- DO NOT embed documents
- DO NOT attach multiple files
- Hard copies are not accepted
- Email Subject Line must include Rank, Full Name, Type of Action and Start date of Leave, if applicable

For example:

Levy Packets → SSG Doe, John, Levy Packet, 12 July 2024

CS → SSG Doe, John, Command Sponsorship Request

**All actions must be submitted to your Unit S1 for review. Unit S1 will submit the levy packets to the MPS groupbox for further processing.**

## Government Travel Card (GTC)

All Soldiers who have been issued a GTCC must ensure their accounts are active and valid prior to the purchase of tickets and use.

**MPS Group Email:**  
**usarmy.usag-italy.id-europe.list.mpd@army.mil**



Click or scan the QR code to visit the MPS Website



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<https://hr.ippsa.army.mil/>

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