

REASSIGNMENT BRIEFING



*Viale Verona
(Strada Regionale 11)*



*Viale Verona
(Strada Regionale 11)*



Corso SS. Felice e Fortunato



Porta Santa Maria Pisa

WE ARE THE ARMY'S HOME

Briefer name
Briefer directorate & position
U.S. Army Garrison Italy
U.S. Army Installation Management Command



Housing Out-Processing Briefing



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Directorate of Public Works Housing Division
U.S. Army Garrison Italy
U.S. Army Installation Management Command

Army Barracks Management Program

- ✓ **Soldiers residing in Barracks must coordinate with Barracks manager and unit leadership.**

- ✓ **Ensure you clear your Hand Receipt & Clean your room.**

- ✓ **You can be held liable for damages.**

- ✓ **Return your room key to Bldg #309 (CSC) or Bldg #24 at Del Din.**
 - ✓ **For Darby Military Community building 723/725**

- ✓ **TLA is not authorized**

TEMPORARY LODGING ALLOWANCE

- ✓ The Housing Office authorizes TLA IAW AE Regulation 37-4 (November 2024).
- ✓ Account for Weekends, Holidays, and Rest Days when scheduling flights and other appointments
 - Exceeding the allowed TLA duration will likely result in out-of-pocket lodging expenses.
- ✓ TLA can only be approved by the Housing Office
 - Obtain Statement of Non-Availability (SNA) from the Ederle Inn (Casa Toscana) before seeking lodging off post.
 - VMC Requests are submitted via email: usarmy.usag-italy.id-europe.mbx.housing-division@army.mil
 - DMC requests will be sent from Casa Toscana to Housing for TLA memo processing, if off post please bring the paid receipt to the Housing Office.
 - Provide: Orders, Flight Itinerary, Absence request, Paid Receipt and SNA (if applicable).
 - Please send all documentation in PDF format.

CFMO SUPPORT

- ✓ **Temporary Loaner Furniture delivery.**
 - Up to 90-days prior your departure.
 - If you elect not to utilize the Government Loaner Furniture, additional days of TLA will not be authorized.

- ✓ **Contact CFMO:**
 - VMC – DSN: 646-2560/2561/2562/2563/2567 or COMM: 0444-71-XXXX
 - DMC – DSN: 645-8632/8634 or COMM: 050-965-XXXX

- ✓ **Return the AFN Decoder and Transformer to CFMO. Provide the Turn-In Document to Housing Office when clearing (only if you reside in Government Controlled Quarters).**



GOVERNMENT CONTROLLED QUARTERS

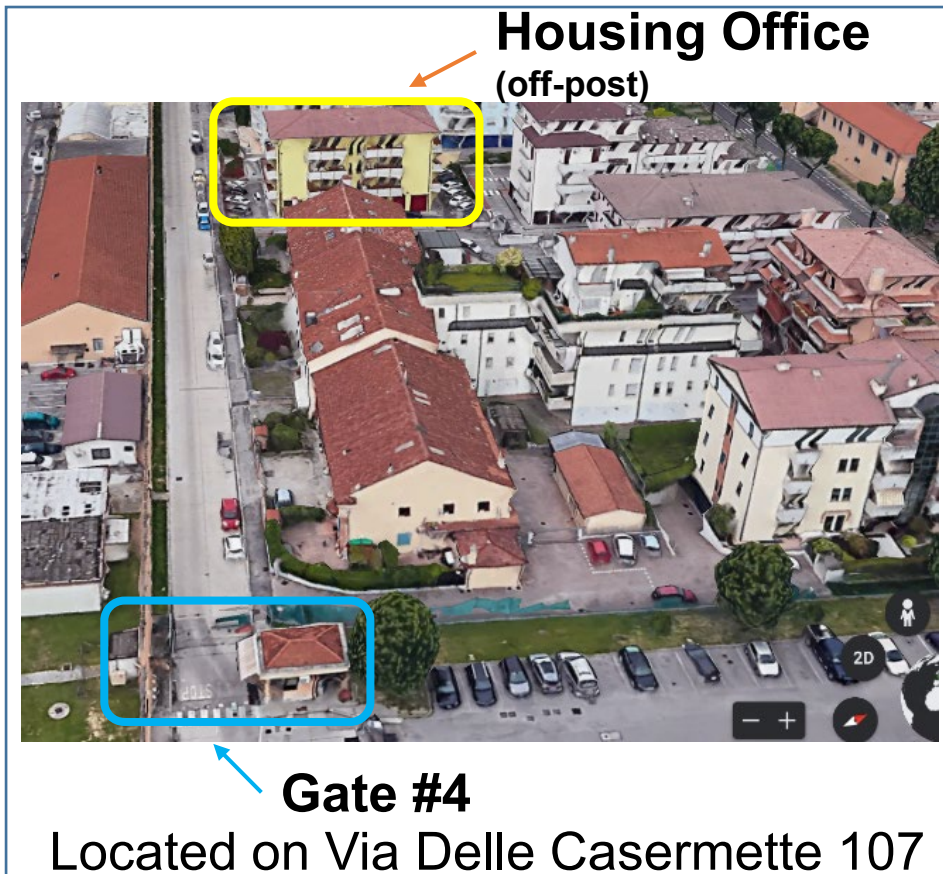
- ✓ **Schedule pickup date of HHGs with the Transportation Office and flight with SATO.**
- ✓ **Contact the Housing Office front desk to schedule a termination appointment with an Assignments & Terminations (A&T) Counselor (about a month prior).**
- ✓ **During the termination appointment, you must provide:**
 - **Orders, Flight Itinerary, & Absence Request.**
- ✓ **A&T Counselor will schedule:**
 - **Pre-Termination Inspection (providing guidance and assessing damages).**
 - **Final Termination Inspection (schedule 3-days prior to flight or leave start date).**
 - **Temporary Loaner Furnishings Delivery (if needed).**
- ✓ **Departure TLA requests must be submitted via email to the Housing Office.**
 - **In order to avoid out of pocket lodging expenses: do not exceed 3-days of lodging by accounting for Holidays and other office closures, especially weekends; therefore, do not schedule your flight on Tuesdays or Wednesdays.**

PRIVATE RENTAL

- ✓ **Schedule pickup date of HHGs with the Transportation Office and flight with SATO.**
- ✓ **Contact the Housing Office front desk to schedule a termination appointment with a Lease Counselor (about a month prior).**
- ✓ **During the termination appointment, you must provide your:**
 - **Orders, Flight Itinerary, & Leave Request**
- ✓ **Lease Counselor will:**
 - **Notify your Landlord**
 - **Schedule Temp-Loan Furnishings Delivery (if needed) & Pick-up of Government Furnishing & Appliances.**
 - **Schedule Termination Inspection (10-days or less prior to flight date).**
 - **Schedule Utilities Termination Appointment**
 - **Submit DD-2367 (OHA Stop) to Finance via IFCE Military Pay Document Tracker.**
- ✓ **Departure TLA must be submitted via email to the Housing Office before your departure**
 - **To avoid out of pocket lodging expense. Do not exceed 10-days of lodging. The Housing Office cannot authorize over 10-days of departure TLA.**

HOUSING OFFICE – HOURS of OPERATION

Monday/Friday	0830hrs	1630hrs
Thursday	1200hrs	1630hrs



CPF SATELLITE OFFICE:
0444 71 2724/53

FRONT DESK:
0444 71 2725/26/30

HELP DESK:
0444 71 2720/21/43

CFMO:
0444 71 2560/61/62/63

DSN: 646-XXXX



Housing Mail



EMAIL: usarmy.usag-italy.id-europe.mbx.housing-division@army.mil

HOUSING OFFICE – HOURS of OPERATION DMC

Monday/Friday	0800hrs	1700hrs
Thursday	1000hrs	1700hrs

FRONT DESK:
050-965-8634/8636/8637

CFMO:
050-965-8632/8634

DSN: 645-XXXX



Located on Camp Darby bldg. 725

