

## 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.
- Documents with digital signature must be saved as "Print to PDF" otherwise the digital signature is removed
- 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, Leave Start - 12 July 2025

CS Packets: SSG Doe, John, CS Request

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

### Government Travel Card (GTC)

All Soldiers who have been issued a GTC must ensure their accounts are active and valid prior to the purchase of tickets and use. Soldiers who do not have a GTC will need a memo signed by Commander to allow Centrally Billed Account (CBA) to be used.

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