

# Reassignment Briefing - MPS



*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



DHR Military Personnel Division (MPD)  
U.S. Army Garrison Italy  
U.S. Army Installation Management Command

## *Reassignment Process*

# DISCLAIMER

- Due to the transition to IPPS-A, some processes have changed and continue to change as IPPS-A enhances features in the system.
- All Soldiers will need to initiate “Member Elections” in IPPS-A and submit levy packet to S1.

# Reassignment Process

## ✓ Reassignment Process

- Reassignment notification and briefing are required within 15 days of assignment transmission for officers; within 30 days for enlisted.
- Soldier suspense for the return of necessary documents and information to the reassignments processing center is 30 days after reassignment briefing.
- The goal for PCS orders issuance is 120 days or more prior to report date (14 days for IET Soldiers), and no later than 10 days after the receipt of required documents and information.
- Army Community Service Overseas Orientation Briefing required within 30 days of assignment transmission for Soldiers on assignment to OCONUS; may be conducted in conjunction with reassignment briefing. See AR 608-1, Chapter 4.

# Application Requirements for Deletions and Deferments

- **Application Requirements for Deletions and Deferments**

- ✓ Deletion and Deferment Requests should be submitted:
  - Within 30 days of assignment notification
  - **PAR request in IPPS-A, along with supporting documentation to HRC**
- ✓ If a disqualifying factor can be resolved within 120 days of the report month, a deferment rather than deletion should be requested.
- ✓ Soldiers will continue with the reassignment process until the action has been completed (except for requesting port call, moving Family members, shipping household goods (HHG), and terminating quarters).
- ✓ DEROS is the driving factor in requests for deletion, deferment, or early arrival for Soldiers currently assigned to OCONUS units. Requests that will result in Soldiers departing OCONUS after or prior to their DEROS should be submitted as foreign service tour extensions or curtailments, except for
  - compassionate requests or adverse action.
  - **(Subject to change due to IPPS-A transition. Please see your S1 for further guidance)**

# Reassignment Briefing

- ***Application Requirements for Deletions and Deferments***

- ✓ **Compassionate Deletion or Deferment**

- A request based on compassionate reasons or extreme Family problems.
- Requires DA Form 3739 (Application for Compassionate Actions) with a colonel/O-6 endorsement. (IPPS-A PAR)
- Deferment should be used instead of deletion if the extreme Family problems can be resolved within 90 days of the report date.
- The request will be submitted to HRC within 45 days of assignment notification (30 days for officers), or within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).
- If the request is based on medical problems of a Family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. The medical statement will list any factors bearing on the medical condition, and if the Soldier's presence is requested.
- If the request is based on legal issues, it must include a signed statement from a licensed attorney and include the problems and justification for the Soldier's presence.
- If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.

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- ***Service Remaining Requirement (SRR)***

- ✓ Soldiers may not depart their current permanent duty station (PDS) unless they have the required SRR, unless PCS orders indicate the SRR has been waived.
- **OCONUS to CONUS** moves require 12 months' SRR when returning from accompanied areas, and 6 months' SRR when returning from dependent-restricted areas. At 6 months prior to Date Eligible to Return from Overseas (DEROS), OCONUS Soldiers who do not meet the SRR to return to CONUS will have their DEROS adjusted to 2 days prior to their ETS.
- **OCONUS to OCONUS** moves require the Soldier to meet the prescribed tour, whether it is accompanied or unaccompanied.
- Assignments to certain locations/duties may have a different SRR. For example, assignment to recruiting duty require 42 months' SRR from OCONUS.

- ***Service Remaining Requirement (SRR)***

- ✓ Soldiers with sufficient service remaining to complete the prescribed tour or serve the unaccompanied tour will comply with the assignment.
- ✓ Soldiers who must acquire additional time in service in order to comply with assignment instructions must either extend or reenlist, or decline to extend or reenlist, within 30 calendar days of the assignment transmittal date.
- ✓ Career Soldiers (not in NCO Career Status Program or “Indef”) who decline to extend or reenlist in order to meet the SRR must coordinate with their Career Counselor to execute a DA Form 4991 (Declination of Continued Service Statement). Signing this form has many implications, including the Soldier’s departure from service at the current ETS date.
- ✓ Initial term Soldiers who decline to extend or reenlist in order to meet the SRR will not execute a DA Form 4991; however, they must sign a statement indicating they will not extend or reenlist to meet the SRR. This statement does not prevent further reenlistment.
- ✓ Soldiers who have at least 19 years and 6 months of active Federal service upon assignment notification may elect to acquire additional service to complete the prescribed tour, retire in lieu of PCS, or execute DA Form 4991.
- ✓ Soldiers who decline to meet the SRR for assignment may still be eligible for other assignments (CONUS and OCONUS) provided they have sufficient SRR for the new assignment. For example, a Soldier who declines to extend/reenlist to meet the SRR for a 36-month assignment may be placed on assignment to a location requiring only 12 months’ SRR.

- ***TDY Options for Schooling in Conjunction with PCS***

✓ Soldiers who are authorized movement of Family members at Government expense and are directed to TDY schooling of less than 20 weeks in conjunction with PCS assignment will have the following options for locating their Family members while they perform their TDY:

- **Option 1** (Applies to CONUS Soldiers only)
- **Option 2 (OCONUS to CONUS only)**: Move Family member(s) from present CONUS station to new CONUS duty station prior to reporting to the TDY station. The gaining commander may authorize up to 10 duty days for the Soldier to settle the Family in government quarters (if available) or on the local economy. Soldier will sign into the new CONUS duty station, then proceed TDY for schooling. Soldier is authorized government transportation to and from TDY station.
- **Option 3** (Applies to CONUS Soldiers only)
- **Option 4 (OCONUS to CONUS)**: Clear current duty station prior to departure for TDY and, at personal expense, move Family to the TDY station or to some other location. Soldier may not be given a certificate of non-availability of government quarters at the TDY station if inadequate government housing is available. The entitlement for Family member(s) transportation will be based on the most direct routing between the old PDS and the new PDS.

# Married Army Couples Program

- ✓ Married Army couples desiring joint assignment to establish a common household or joint domicile (JD) must request such assignment by enrolling in the Married Army Couples (MACP).
- ✓ Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment, who desire a JD with their spouse, must enroll in the MACP. When enrolled, the Soldiers will be automatically provided JD assignment consideration.
- ✓ When a Soldier enrolled in the MACP is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area, except when one is assigned to a dependent restricted location.
- ✓ Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together. Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army. JD assignments will not be
  - considered when one Soldier is attending school in a PCS status; however, consideration
  - will be given upon school completion.
- ✓ Assignment instructions for each Soldier will indicate whether or not a joint assignment is approved.
- ✓ Married Army couples that do not enroll in the MACP or dis-enroll from the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.

## *Home Base and Advance Assignment Program (HAAP)*

- ✓ HAAP assignments are available for Soldiers (E4-E8, WO1-O5) selected for a dependent-restricted tour. The HAAP provides advanced notice of follow-on assignment after a dependent-restricted tour.
- ✓ Participation in the HAAP is optional. Soldiers must complete a HAAP Statement to accept or decline the HAAP assignment. Soldiers who decline participation in the HAAP will be reassigned according to the needs of the Army following their dependent-restricted tour.
- ✓ Home Base
  - Return to the installation where they were stationed. Soldiers cannot relocate Family members at government expense.
- ✓ Advanced Assignment
  - Return to a different installation than they were stationed. Soldiers can only relocate Family members at government expense to the location of the advanced assignment.
- ✓ The home base or advanced assignment may be changed or canceled due to changing needs of the Army, or because the Soldier declines to participate, voluntarily extends their foreign service tour, or is selected to attend the SGM course

- ***Spouse Employment***

- ✓ Spouse Employment

- Military Spouse Employment Partnership (MSEP) is a resource for spouse employment with private sector companies, non-profits, and other government agencies.
- Website: <https://msejobs.militaryonesource.mil/msep/home>.
- Employment Readiness Program (ERP) is an Army Community Service program providing employment assistance to military Spouses, Soldiers, DoD Civilians, and all immediate Family members.
  - Website: <https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program/army-spouse-employment-career-and-education>.
- Military One Source, My Career Advancement Account (MyCAA) - Spouses of service members on active duty in pay grades E1 to E5, W1 to W2, and O1 to O2 can take advantage of a scholarship program that provides up to \$4,000 in financial assistance to eligible military spouses who are pursuing a license, certification, or Associate's degree in a portable career field or occupation. Career Coaches are available by calling 1-800-342-9647.
- Website: <https://mycaa.militaryonesource.mil/mycaa/>.

- ✓ Spouse Relicensing

- The Army has implemented policies to reimburse Army spouses for license/certification fees when they PCS. The Army strongly supports the work of the DoD in promoting license reciprocity in all states.
- Website: <https://myseco.militaryonesource.mil/portal/content/view/8576>.

- ***Exceptional Family Member Program***

- ✓ Process of screening Family members

- Soldiers who are already enrolled in the EFMP when considered for reassignment have their assignments pre-screened for EFMP support as part of the initial HRC assignment process.
- All Soldiers, whether enrolled in EFMP or not, on assignment to OCONUS, to include Alaska and Hawaii, who elect an accompanied tour (with dependents) are required to have every authorized dependent who is going overseas complete Family Member Travel Screening (FMTS), and return documents to the Reassignments Processing Center within 30 days of the reassignment brief.
- As of 31 August 2022, Soldiers must initiate EFMP Travel screening request via <https://efmp.army.mil/EnterpriseEfmp/>. You can either login using your DS Logon or CAC.

- ***Exceptional Family Member Program***

- ✓ Additional documents needed for appointment, if applicable
- If a Family member has a medical/mental health condition that warrants them being seen by a specialist or by their primary care provider more than once a year, a DD Form 2792 (Family Member Medical Summary) completed by their provider to address their medical conditions.
- If a Family member has an Individualized Education Plan (IEP) or 504 Plan in school, a DD Form 2792-1 (Special Education/Early Intervention Summary), completed by the school with a copy of the most recent IEP or 504 plan.
- If an infant receives services through an Early Childhood Intervention (ECI) program, a DD Form 2792-1, completed by ECI, along with a copy of their evaluation/IFSP (individualized Family service plan).
- ✓ **Determination from the gaining installation can take more than 30 days.** PCS orders will be published upon receipt of Family travel decision.
- ✓ Families in Remote Areas (Not Near MTF) in U.S.
  - Families in remote areas should refer to the AMEDD EFMP website at <https://efmp.amedd.army.mil/tools/contacts.html> for instructions
  - on who to contact for assistance with FMTS.

# Exceptional Family Member Program

- ✓ EFMP & Me
  - An online tool that allows Soldiers to create checklists to ensure all documents are completed and concerns are considered for Family members during a PCS. Website: <https://efmp.army.mil/EnterpriseEfmp/>.
- ✓ Military special needs Families with situations requiring extensive PCS move medical support may qualify for special conveyance air transport (air ambulance).
  - The following are some situations that may qualify:
    - Ventilator-dependent Family member
    - Family member must travel with around the clock medical care/support
    - Family member must travel with special medical equipment/DME
    - Family member cannot travel via POV or commercial air
    - Other than economy/coach accommodations are required
- ✓ The Office of the Surgeon General (OTSG), EFMP Office, must approve each case before any scheduling or coordination ensues.
- ✓ OTSG will provide guidance and order amendment language to the servicing reassignments processing center at the appropriate time.

# Exceptional Family Member Program

## **NEW** EFMP ENROLLMENT & FAMILY TRAVEL PROCESS

Beginning 31 August 2022, E-EFMP will be used for ARMY Family Member Travel Screening Requests along with ARMY EFMP Enrollments, Disenrollments & Updates



### E-EFMP MAKES IT EASY!

- Track documents
- Secure, electronic communication
- Abundant Resources
- Contact local EFMP Support
- "How To" E-EFMP training videos



**USAG-Italy EFMP Office**

<https://efmp.army.mil/EnterpriseEfmp/>

[usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@mail.mil](mailto:usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@mail.mil)

# Passport/Visa/Travel Document Requirements

## ✓ Soldiers

- Not all countries require passports; some only require orders and military ID card to enter the country. Check the DOD Foreign Clearance Guide website to verify passport requirement: <https://www.fcg.pentagon.mil>.

## ✓ Family members

- All command-sponsored, U.S. citizen Family members require a government no-fee passport, and possibly a visa, to PCS to a foreign country. Family members arriving overseas without a no-fee passport/visa when required will be denied entry and returned to CONUS at personal expense.
- Family members who are not U.S. citizens will travel on their personal passport issued by their country of citizenship.
- For information and instructions on how to apply for a no-fee passport for official government travel, visit <https://travel.state.gov/content/travel/en/passports/need-passport.html>.
- Family member travel is delayed frequently because of passport processing time. Family member applications for passports should be completed immediately after Family travel has been approved.
- Soldiers traveling with Family through Canada enroute to or from Alaska are recommended to apply for no-fee passports.

# Passport/Visa/Travel Document Requirements

- ✓ Official passports may not be used for personal leisure travel to foreign countries. OCONUS passport offices present long delays in processing. The Department of State recommends individuals desiring a tourist passport for leisure
  - travel obtain one prior to departing CONUS.
- ✓ Please be advised some assignments require a Visa in addition to Passports. A Visa will require additional time to process and cannot be requested until all Passports are received.
- ✓ Family members are required to have a current DEERS ID Card (10 years of age or older), Official Passport, and Visa (if required) in order to travel OCONUS.
- ✓ Soldiers moving from OCONUS to CONUS for the first time with a foreign spouse must obtain an Immigration Visa. Information is available at the United States Citizenship and Immigration Services website at <https://www.uscis.gov/>.
- ✓ NATO Travel Orders. NATO travel orders are required for U.S. Military travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom.

# Passport/Visa/Travel Document Requirements

## ✓ Patriot Express

- Patriot Express flights are commercially contracted aircraft that have the same standards as other commercial airlines.
- It is mandatory to use Patriot Express flights for PCS to many OCONUS locations, unless an exception has been approved. The Installation travel office can provide guidance.

## ✓ Anti-Terrorism and Force Protection (AT/FP) Training

- AT/FP training is not required for PCS to Alaska, Hawaii, or U.S. possessions/ territories. The following are required for all other OCONUS locations:
  - AT Level 1 training and Sere 100.2 training are required for all OCONUS locations. Available at <https://jkodirect.jten.mil>.
  - Personnel traveling OCONUS are required to complete an Isolated Personnel Report (ISOPREP) prior to departing CONUS. Available at <https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>.
- Assignments to SOUTHCOM also require Human Rights training, available at <https://jkodirect.jten.mil>.
- The Foreign Clearance Guide ([www.fcg.pentagon.mil](http://www.fcg.pentagon.mil)) and assignment instructions may list additional training requirements.

# Passport/Visa/Travel Document Requirements

## ✓ Pets

- Service members going through a PCS within CONUS can be reimbursed up to \$550 for one household pet, either cat or dog, and up to \$2,000 for moves to or from a location OCONUS to cover cost directly related to pet transportation, such as pet shipping and quarantine fees.
- Moving companies cannot ship any live animals.
- Soldiers must review the new PDS website to learn about any vaccines and special quarantines pets may have to undergo. These requirements may take months to satisfy; therefore, Soldiers should act quickly.
- For OCONUS: Some host countries/international bases may limit the animal species and dog breeds allowed and may have specific quarantine requirements for some animals. Soldiers must contact the new PDS before making plans to travel with pets.
- Airlines may deny pet shipments during the summer/winter months due to the heat and cold.
- Soldiers may be eligible to ship dogs and cats at personal expense via the Patriot Express Air Mobility Command Flight.
- More information is available at:
  - <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>.

# Reassignment Packet Requirements

- Due to the IPPS-A transition, the process for assignments will be initiated by the Soldier.
- ✓ Soldiers will receive assignment notification through IPPS-A and/or email.
- ✓ Soldiers must initiate “Member Election” via IPPS-A.

# Availability Date

## ✓ OCONUS Availability Date

- Availability date establishes the earliest authorized flight departure date.
- **Enlisted Soldiers**
  - Availability date is set to four (4) calendar days prior to the Soldier's Date Eligible for Return from Overseas (DEROS)
- **Officers**
  - Availability date is based on the reporting date to the next unit of assignment or Temporary Duty (TDY) station, minus the number of days travel time, leave, and any approved Permissive TDY.
- Soldiers may fly up to nine (9) days past their availability date, unless otherwise stated in orders.
- The availability date is documented as the "Avail date" on the last page of PCS orders.

- S1 is responsible for update/ adjusting DEROS

- ***Reporting Timelines***

- ✓ Absence Request must **end a day prior** to the report date.

- ✓ Early Reporting

- Soldiers must report to their gaining command on or before the report date indicated on their PCS orders.
- Unless special instructions specifically authorize or prohibit early report, Soldiers departing:
  - – OCONUS locations may report to the gaining command at any time between their availability date and the report date indicated on the PCS orders.
- Soldiers desiring to report to the gaining command earlier than 30 days prior to the report date on the PCS orders must submit a DA Form 4187 to request early arrival. If approved, the report date will be changed.

- ✓ Soldiers desiring to report to the gaining command after the report date indicated on the PCS orders must request a deferment.

**Subject to change due to IPPS-A transition**

- **Tour Election**

- ✓ Tour Election for Overseas (OCONUS) Assignments

- Soldiers on assignment to an overseas duty station must elect either an “all others (unaccompanied)” tour or a “with dependents (accompanied)” tour\*.
  - Complete DA Form 5121, Overseas Tour Election Statement.
  - Read each statement on the form carefully before making the decision.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment (*except for a visit for a period not exceeding 3 continuous months*), I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

- \*Officers and career enlisted with no dependents who are not married to another Service-member and are assigned to long-tour areas overseas will serve the accompanied tour. First-term Soldiers with no dependents who are not married to another service-member on assignment to 36-month accompanied tour locations in Germany, Italy, Belgium, or Japan will serve the 36-month accompanied tour.

- ***Family Travel***

- ✓ Designated Place Moves

- Soldiers on assignment to dependent-restricted tours are authorized to move Family members to a designated place, unless participating in the HAAP.
- Soldiers who elect to serve an unaccompanied tour are authorized to move Family members to a designated place.
- Family members cannot be moved again at Government expense until subsequent PCS, or if the Soldier serves a consecutive overseas tour.
- Soldiers authorized deferred travel for Family members are not authorized to move Family members to a designated place, unless travel is expected to be delayed by 20 weeks or more (non-concurrent travel). Family members will then be authorized to travel from the designated place to the new PDS at government expense provided the Family members are command sponsored and the Soldier has at least 12 months remaining in the OCONUS command.
- The designated place may be:
  - any location in CONUS
  - Alaska, Hawaii, Puerto Rico, or US territory/possession (losing installation commander approval)
  - The follow-on PDS (dependent-restricted and unaccompanied tours only)
  - Any OCONUS location approved by the Secretary of the Army (dependent-restricted tours only)

## • ***Family Travel Application Requirements for Overseas Tour***

### ✓ Family Travel/Command Sponsorship

- Soldiers who desire their Family members accompany them to the new overseas duty station (not a dependent-restricted tour) must initiate Family Member Travel Screening (see EFMP slides) and apply for Command Sponsorship for their dependents as soon as possible. The gaining command is the only Command Sponsorship approving authority.
- The Family travel authorization must be included on Soldiers' PCS orders, with Family members listed by name.

✓ Some Host Nations do not recognize a same-sex spouse as an authorized Family member. Command Sponsorship that violates an applicable Status of Forces Agreement (SOFA) will not be approved.

✓ Command sponsorship will not be granted to a Family member who is a registered sex offender.

## • *Family Travel Application Requirements for Overseas Tour*

- ✓ Requests for Family Travel must include
  - **DA Form 5121** (Overseas Tour Election Statement) electing to serve with dependents.
  - **DA Form 4787** (Reassignment Processing) listing all authorized dependents who will accompany the Soldier.
  - **DA Form 5888** (Family Member Deployment Screening Sheet): All Family members must be screened at an Army EFMP clinic. EFMP screening is valid for 1 year.
- ✓ Once all documents have been received by the MPD team they will forward the request to the gaining command. **The gaining command may take up to 30 days to process the request.**
- ✓ Once Command Sponsorship is approved by the OCONUS command the Family member(s) can submit Passport/Visa application(s). It can take 4-6
  - weeks to complete this process and receive the Passports/Visa.

- ***Human Immunodeficiency Virus (HIV) Testing***

- ✓ HIV Testing Requirement

- Soldiers who receive overseas AI are required to take an HIV test as part of their Soldier reassignment processing requirements if they have not been tested in the 6 months prior to their departure.
- Date, time, and location of test will be annotated on **DA Form 4036**, Medical and Dental Preparation for Overseas Movement
- Those who are HIV infected will be deleted from AI.
- **DO NOT INCLUDE THIS FORM IN YOUR LEVY PACKET.** Hand carry this
- form to your next duty station.

- ***Reassignment Packet Requirements***

- ✓ Refer to the MPS Brochure for all required documents.
- ✓ Please allow up to 10 working days before inquiring about status of action requested
  1. IMCOM Form 78
  2. PCS Orders to Italy
  3. Absence Request (End day prior to report date)
  4. Proof of Command Sponsorship of Family members
- Additional documents for OCONUS:
  - 5. DA Form 4787
  - 6. DA Form 5121
  - 7. COT/IPCOT: Proof of Home of Record (Initial Enlistment Contract, DA 1966, Initial Active Duty Orders)

# Reassignment Packet Requirements

## PCS Documents

- DA 5121 - Overseas Tour Election Statement.pdf - 3/16/23
- DA FORM 4036 - SOLDIERS ONLY.pdf - 3/16/23
- E-EFMP Flyer.pdf - 3/16/23
- IMCOM Form 78.pdf - 8/28/25
- KOREA ONLY - CS Statement as of 5 June 2023.pdf - 6/5/23
- Reassignment Checklist (Self Guide) upd Aug25).pdf - 8/28/25

## MILITARY PERSONNEL SERVICES

### Location:

Building 28, Office #12  
Caserma Ederle, Vicenza  
DSN: 646-4788  
Civ: 0444-71-4788  
Email: USARMY.USAG-ITALY.ID-  
EUROPE.LIST.MPD@army.mil

### Hours of Operation:

Monday: 0900-1130; 1300-1600  
Tuesday: 0900-1130; 1300-1600  
Wednesday: 0900-1130; 1300-1600  
Thursday: 1300-1600 (closed  
Thursday morning)  
Friday: 0900-1130; 1300-1600  
Closed on all Federal and Italian  
Holiday and Italian rest Days.

## Levy Brief Slide

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

# • *Military Personnel Services (MPS)*

## • Reassignment Section

- Located in Bldg 28, Door 14 (near the Chapel on Caserma Ederle)
- [Hours of Operation\\*](#)
- Monday: 0900-1130; 1300-1600
- Tuesday: 0900-1130; 1300-1600
- Wednesday: 0900-1130; 1300-1600
- Thursday: 1300-1600 (Mornings closed)
- Friday: 0900-1130; 1300-1600
- Closed on all Federal and Italian Holidays/Rest Days
- **Questions?** Email: [usarmy.usag-italy.id-europe.list.mpd@army.mil](mailto:usarmy.usag-italy.id-europe.list.mpd@army.mil) Levy  
brief slides:
- <https://home.army.mil/italy/my-garrison-Italy/pcsguidevic/leaving-vicenza/military-personnel-services>
- \* Hours are subject to change due to peak PCS season