

Soggiorno

- All Service Members are required to visit the soggiorno office during their out-processing and turn in their dependents' Soggiornos at the airport border patrol officer.

Building 309

DSN: 646-5139 / 5138

Comm: 0444-71-5139 / 5138

Hours of Operation: Mon-Tue & Fri 0800-1530,

Wed 0800-1230, Thur 1130-1530

(Closed on Wednesday afternoons and Thursday mornings)

Closed on all American Federal Holidays and Italian Holidays

usarmy.italy.id-europe.mbx.soggiorno-office-mailbox@army.mil

Out-Processing

1. Upon receiving assignment orders, you should immediately book your flight itinerary at the SATO office located at the Consolidated Services Center (CSC) in Bldg. 309 with your orders and IPPS-A absence request.
2. Visit the out-processing office also located at the CSC in Bldg. 309 with the following documentation to begin your preclearance and installation out-processing. ***IPPS-A orders, Absence Request, Flight Itinerary, Soldier Talent Profile (STP)***.
3. SMs will be eligible to collect installation clearing papers from the out-processing office 12 business days prior to departure. A final out appointment to review the out-processing record will be scheduled 2 business days prior to departure IAW AER 612-1. Failure to comply with USAG Italy's installation out-processing procedures could result in delayed departure. Service Members must be in **duty uniform** to receive clearing papers, while clearing the installations and at CPF final-out appointment.
4. After visiting the out-processing section SMs are highly encouraged to schedule out-processing appointments with the following agencies: Central Issue Facility (CIF), transportation (HHGs), housing pre-inspection, Vehicle Processing Center and Vehicle Registration office.

CSC Out-Processing Office Bldg. 309

DSN: 646-5134 / 5141 Comm: 0444-71-5134 / 5141

Hours of Operation: Mon-Tue-Wed-Fri 0800-1200; 1315-1530 (Thursday 1300-1530)

Closed on all American Federal Holidays and on *Italian Holidays and Rest Days*

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