

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



LEVY BRIEF AGENDA

- Tricare
- Housing / Barracks
- Military Personnel Services (MPS)
- Finance
- Personal Property (Transportation)
- Total Army Sponsorship Program (TASP)
- CPF Out-processing / Soggiorno / Marco Polo shuttle Bus
- ACS
- Vehicle Registration
- Tax relief Office (TRO)
- Veterinary Services

Tricare Overseas Program

Hours of Operation:

Monday, Wednesday, Thursday Friday 0800-1200 & 1300-1600

Tuesday out of office

Closed all Federal Holidays

Contact Information:

Tricare Beneficiary Services

Phone: 0444-61-9062

Email:

usarmy.landstuhl.medcom-lrmc.mbx.tricare-bsr@mail.mil

Tricare Out-Processing Procedures

Tricare Out-Processing Procedures



TO DO:

- Done electronically via Email- CPF DOES NOT require a separate Tricare Stamp on your Out-Processing Sheet. Clearance update status will be updated in ISM once completed.
- Complete Tricare Out-processing Form and email back to the mailbox with a full copy of orders (including amendments) via email at the QR code below.
- Upon your move out week, an email will be automatically generated with an updated FAQ and Regional Contact Information.

TO KNOW:

- Tricare Enrollments by region are **NOT** automatic and separate to the MTF treating you.
- Vicenza Tricare Office can not update your information to your gaining installation. That must be initiated by the region you reside in. Once you're landed in your new location, you're immediately eligible to transfer regions.
- ***Failure to update regionally in a timely matter can result in loss of Tricare Coverage. If Family Members are not updated within 90 days of arrival, on the 91st day, they will be sent for disenrollment.***
- Stateside Facilities **DO NOT** have Tricare Enrollment offices in Clinic. All enrollments must go through the regional call centers.
- All eligibility for health coverage updates are maintained by DEERS.

Moving with Tricare :

Before You Move:

- ☐ Do **not** disenroll from TRICARE Prime or TRICARE Select.
- ☐ Contact your current regional contractor to begin transferring enrollment.
- ☐ Verify DEERS information.
- ☐ Fill prescriptions.
- ☐ Get copies of medical and dental records.
- ☐ Make sure you have your current PCM's phone number.
- ☐ Coordinate special care needs.

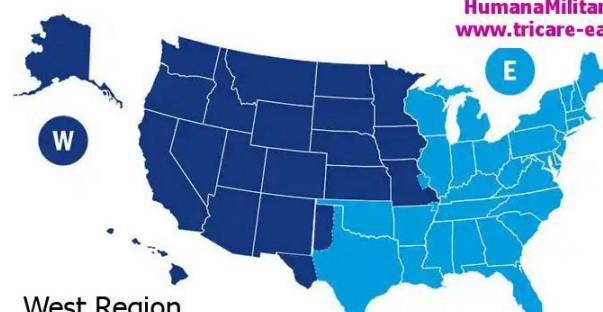
On the Road:

- ☐ For urgent care, no referral is required for non-ADSMs.
Note: If you're an ADSM, you need a referral for any nonemergency care you get from a civilian provider.
- ☐ For emergency care, no referral is required; call 911 or go to the nearest emergency room.

At Your New Location:

- ☐ Update DEERS.
- ☐ Finish transferring TRICARE Prime or TRICARE Select enrollment, if applicable.
- ☐ If you're enrolled in the TRICARE Dental Program, provide your new contact information to United Concordia.

TRICARE Stateside Regions



East Region
Humana Military
1.800.444.5445
HumanaMilitary.com
www.tricare-east.com

West Region
Health Net Federal Services
1.844.866.9378
www.tricare-west.com

Note: For more information on TRICARE changes visit:
www.tricare.mil/changes

TRICARE Overseas Program

International SOS: www.tricare-overseas.com



Latin America and Canada
Canada, the Caribbean Basin, Central and South America, Puerto Rico and the U.S. Virgin Islands
1.877.451.8659

Eurasia-Africa
Africa, Europe and the Middle East
1.877.678.1207

Pacific
American Samoa, Asia, Australia, Guam, India, Japan, New Zealand, Northern Mariana Islands, South Korea and Western Pacific remote countries
1.877.678.1208

Tricare Regional Contact Information

<https://tricare.mil/>

Stateside Regional Contractors

- TRICARE East Region
Humana Military
1-800-444-5445
HumanaMilitary.com
www.tricare-east.com
- TRICARE West Region
Health Net Federal Services, LLC
1-844-866-WEST (1-844-866-9378)
www.tricare-west.com

Dental Contractor

- TRICARE Active Duty Dental Program
United Concordia Companies, Inc.
1-866-984-2337 CONUS
1-844-653-4058 OCONUS (using country-specific access codes)
www.addp-ucci.com
- TRICARE Dental Program
United Concordia Companies, Inc.
1-844-653-4061 CONUS
1-844-653-4060 OCONUS
www.uccitdp.com

Overseas Regional Contractor

- TRICARE Overseas Program (TOP)
International SOS Government Services, Inc.
www.tricare-overseas.com/contact-us

More Resources

- TRICARE Website
www.tricare.mil



- Publications
www.tricare.mil/publications
- milConnect
<https://milconnect.dmdc.osd.mil>



US Family Health Plan (USFHP) – Tricare Option Plan

- USFHP is a Tricare Prime option that allows civilian PCM enrollment for families
- MTF dictates care and pharmacy use by area

US Family Health Plan (USFHP)

www.tricare.mil/usfhp 1.800.748.7374

USFHP Service Areas



- TRICARE Prime option
- Six service areas
- Must enroll
- ★ May not get care at military hospitals or clinics or use military pharmacies

Enrollment is necessary
to be in USFHP
(where locally available)

Locally available locations:

John Hopkins Medicine
Martin's Point Health Care
Brighton Marine Health Center
Saint Vincent Catholic Medical Centers
Christus Health
Pacific Medical Center [PACMED Clinics]

Housing Out-Processing Briefing



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WE ARE THE ARMY'S HOME

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

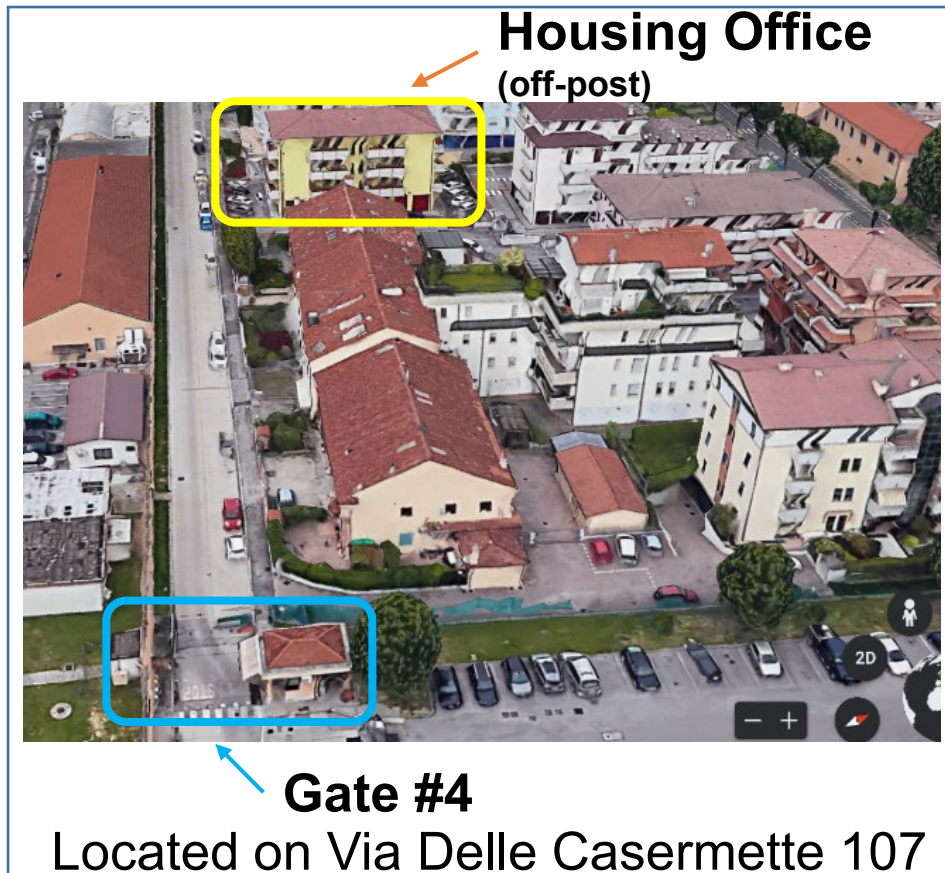
- ✓ **Schedule pickup date of HHGs with the Transportation Office and flight with SATO.**
- ✓ **Contact the Housing Office front desk to schedule a termination appointment with an Assignments & Terminations (A&T) Counselor (about a month prior).**
- ✓ **During the termination appointment, you must provide:**
 - **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



Located on Camp Darby bldg. 725

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

CFMO:
050-965-8632/8634

DSN: 645-XXXX



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Reassignment Briefing- MPS





Reassignment Briefing

Reassignment Process

References:

- AR 600-8-11 (Reassignment)
- MILPER Message 20-342 (PCS Orders Processing Requirements Update)

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 Briefing

Reassignment Process

References:

- AR 600-8-11 (Reassignment)
- AR 608-1 (Army Community Service)
- MILPER Message 20-342 (PCS Orders Processing Requirements Update)

✓ 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.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

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

References:

- AR 600-8-11 (Reassignment)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)
- <https://www.hrc.army.mil/content/10677> (Enlisted Compassionate Actions Website)

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.





Reassignment Briefing

References: AR 600-8-11 (Reassignment)
• AR 601-280 (Army Retention Program)
• AR 614-100 (Officer Assignment Policies, Details, and Transfers)
• AR 614-200 (Enlisted Assignments and Utilization Management)

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.





Reassignment Briefing

Service Remaining Requirement (SRR)

References:

- AR 600-8-11 (Reassignment)
- AR 601-280 (Army Retention Program)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ 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.





Reassignment Briefing

References:

- AR 600-8-11 (Reassignment)

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.





Reassignment Briefing

Married Army Couples Program

References:

- AR 612-201 (Initial Military/Prior Service Trainee Support)
- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

- ✓ 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 Program (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 Soldier 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.





Reassignment Briefing

References:

- AR 614-100 (Officer Assignment Policies, Details, and Transfers)
- AR 614-200 (Enlisted Assignments and Utilization Management)

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.





Reassignment Briefing

Spouse Employment

References:

- AR 608-1 (Army Community Service)
- ALARACT 036/2019 (Announcement of Army Directive (AD) 2019-18 and Filing Instructions for Spouse State Licensure and Certification Costs Reimbursement)
- National Defense Authorization Act for Fiscal Year 2018
- Public Law No. 115-91, section 556, 131 Stat. 1403-1405

✓ 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>.





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

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.





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

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.





Reassignment Briefing

Exceptional Family Member Program

References:

- AR 608-75 (Exceptional Family member Program)
- <https://efmpandme.militaryonesource.mil>
(Military One Source, EFMP & Me, Website)

✓ 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.





Reassignment Briefing

References:

- AR 608-75 (Exceptional Family member Program)

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

Enterprise
Exceptional
Family Member
Program

E-EFMP MAKES IT EASY!

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



SCAN ME

USAG-Italy EFMP Office

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

usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@mail.mil





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)

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.





Reassignment Briefing

Passport/Visa/Travel Document Requirements

References:

- AR 55-46 (Travel Overseas)
- <https://www.fcg.pentagon.mil> (Foreign Clearance Guide)
- <https://travel.state.gov/content/travel/en/passports/need-passport.html> (Department of State Website)
- <https://www.uscis.gov/> (U.S. Citizenship and Immigration Services Website)

- ✓ 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.





Reassignment Briefing

Passport/Visa/Travel Document Requirements

References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Official-Travel-Page/> (Air Mobility Command Website)
- AR 525-13 (Anitterrorism)
- <https://www.fcgi.pentagon.mil> (Foreign Clearance Guide)

✓ 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.fcgi.pentagon.mil) and assignment instructions may list additional training requirements.





Reassignment Briefing

Passport/Visa/Travel Document Requirements

References:

- <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/>
(AMC Pet Travel Website)
- <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
(The Joint Travel Regulations (JTR)), Chapter 050107

✓ 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 Briefing

References:

- AR 600-8-11 (Reassignment)

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.





Reassignment Briefing

References:

- AR 600-8-105 (Military Orders)
- DA PAM 600-8-105 (Military Orders)

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





Reassignment Briefing

Reporting Timelines

References:

- AR 600-8-11 (Reassignment)
- <https://www.hrc.army.mil/content/10939> (Assignment Deletions, Deferments, Early Arrival, and Reporting Failures to Gain Website)

- ✓ 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





Reassignment Briefing

Tour Election

References:

- AR 600-8-11 (Reassignment)
- AR 614-30 (Overseas Service)
- AR 55-46 (Travel Overseas)

- ✓ 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.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

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)





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

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.





Reassignment Briefing

References:

- AR 55-46 (Travel Overseas)

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.





Reassignment Briefing

Human Immunodeficiency Virus (HIV) Testing

References:

- AR 600-110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus)
- AR 614-30 (Overseas Service)

✓ 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 Briefing

References:

- AR 600-8-11 (Reassignment)

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 Briefing

References:
• AR 600-8-11 (Reassignment)

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>





Reassignment Briefing

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

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



DOCUMENTS REQUIRED:

- Orders and all amendments
- Addendum, if applicable
- Itinerary for Service Member and dependents
- Special Pay Termination, if applicable
- DD Form 2367 – OHA Stop, if applicable
- Government Quarters Termination Memo, if applicable
- Approved PAR for COLA, if applicable
 - PAR is required for dependents who departed prior to the Service Member, even by 1 day. Additional document needed to support the PAR is the dependent(s) flight itinerary. This does not apply for completed ERD process with finance.
- Absence Request
 - * For PCS move, Leave Form MUST be PCS Entries as first category, then PCS absence as secondary category. Permissive TDY (House Hunting) is authorized under PCS entries and can be applied in conjunction with PCS absence.

- Travel Time
 - A Soldier and/or dependent is authorized travel time to complete a PCS move.
 - If the ordered travel is 400 or fewer miles and the traveler uses a POV, then 1 day of travel is authorized for the official distance. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed.
 - If travel is by commercial air, one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).

- Mileage and Transportation Allowance
 - Use of a privately owned vehicle (POV) is reimbursed at a per-mile rate rather than actual operating expenses. Distances are determined by the Defense Table of Official Distances (DTOD).
 - A Soldier authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs may only be approved through the Secretarial Process (HQDA, DCS G1, Compensation and Entitlements Branch).
 - Mileage and per diem rates are available on the Defense Travel Management Officer website, under Travel and Transportation Rules, at <https://www.defensetravel.dod.mil/index.cfm>.

- Per Diem
 - The per diem allowance is a daily rate meant to cover living expenses (lodging, meals, and incidental expenses). It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses at a specific location (official duty location or authorized stopover).
 - When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS. PCS allowances are not authorized for dependent travel to, from, or while at an en-route TDY location.
 - When dependents travel with the Soldier, dependent per diem is paid at 75% of the Soldier rate for dependents 12 years or older, and at 50% for dependents under 12.
 - When dependents travel separately from the Soldier, per diem is paid at 100% for the first dependent, with additional dependents paid at 75% if 12 years or older, and at 50% if under 12.
- Mileage and per diem rates are available on the Defense Travel Management Officer website at <https://www.defensetravel.dod.mil/index.cfm> under Travel and Transportation Rules.

✓ Dislocation Allowance (DLA)

- DLA is a flat amount that partially reimburses a Soldier for expenses incurred in moving a household.
- DLA advance can be requested through the DFAS Smart Voucher site.
- Soldiers with dependents who relocate in connection with the PCS are entitled to with-dependents rate DLA. Authorization to relocate dependents must be included in the orders. Soldiers are entitled to without-dependent rate when they have dependents who do not move.
- DLA is not authorized for assignment to the first PDS unless dependents move with the Soldier.
- DLA is not authorized for Soldiers without dependents who move into government quarters at the new PDS.
- Dual military members without dependents may be eligible for DLA, if living in separate dwelling due to military orders, or when both are without dependents and are moving into family-type government quarters at the new PDS.
- If paying child support, DLA without-dependent rate is payable.

✓ Temporary Lodging Expense (TLE) (CONUS only)

- TLE is an allowance intended to partially reimburse Soldiers for lodging/meal expenses incurred by a Soldier/dependent(s) while occupying temporary lodging in CONUS in association with a PCS move.
- TLE is authorized at the old CONUS Permanent Duty Station (PDS) and/or the new CONUS Permanent Duty Station and is limited between 14 to 21 days total (7 days if the new PDS is OCONUS).
- The Soldier/dependent(s) temporary lodging must be in the vicinity of the old or new PDS.
- TLE may be split between locations, for example 5 days near the losing PDS and 9 days near the gaining PDS.
- TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.
- When a Soldier or dependent stays with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.

✓ Temporary Lodging Allowance (TLA) (**OCONUS only**)

- TLA is intended to partially pay a Soldier for higher-than-normal expenses incurred by a Soldier or dependent while occupying temporary lodging in the vicinity of the old or new OCONUS PDS.
- The amount of the TLA payment depends on the expenses incurred at the temporary lodging. The Soldier must obtain and keep receipts for lodging expenses to support TLA payment.
- TLA Upon Arrival. TLA authorization for a PDS assignment to OCONUS ordinarily should not exceed 60 days. Additional periods may be approved in increments of 15 or fewer days when HHG are delayed, or housing is not available.
- TLA Upon Departure. The TLA period cannot start more than 10 days before the Soldier leaves the PDS (3 days when clearing government housing), unless housing is terminated early, or departure is delayed.
- Lodging expenses are not allowed while staying with friends or relatives, but the meal and incidental expense rate (M&IE) is payable for the eligible TLA period.

- ✓ Basic Allowance for Housing (BAH) during PCS
 - Old PDS in the United States. A Soldier's old PDS is the PDS for BAH purposes from the day the Soldier departs the old PDS through the day before the Soldier reports to the new PDS in compliance with a PCS order.
 - Old PDS Outside the United States. The day the Soldier departs the Soldier is authorized BAH-Transit, if not receiving a with-dependent housing allowance for a dependent residing separately. If the Soldier is being paid BAH at the with-dependent rate for a dependent residing separately, that BAH rate continues until the Soldier arrives at the new PDS.
- ✓ BAH Waivers-When government quarters are not assigned, a Soldier is entitled to housing allowance based on the Soldier's grade, dependency status, and location. A Soldier may be eligible to receive a housing allowance for dependents at a location other than his/her PDS when movement of dependents is authorized. Waiver approval authority for the active component has been delegated to HRC; reserve and national guard Soldiers on active duty are managed by ARNG G1 and the Office of the Chief of Army Reserve G1.

- ✓ Overseas Housing Allowance (OHA) (OCONUS only)
 - Paid monthly to help offset housing expenses for a Soldier or dependent authorized to live in private-sector leased or owned housing at an assigned overseas location outside the United States.
- ✓ OCONUS Cost of Living Allowance (OCONUS COLA) (OCONUS only)
 - A non-taxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii.
 - If dependent(s) depart prior to the Service Member, an approved IPPS-A PAR must be completed.
- ✓ CONUS COLA (CONUS only)
 - Authorized in CONUS only in high-cost locations.
- ✓ Consecutive Overseas Tours (COT) Entitlements
 - Soldiers who volunteer to serve two full consecutive OCONUS tours are authorized government paid travel for themselves and command sponsored Family members to leave locations equal to the distance to the Soldier's home of record.

✓ Family Separation Allowance (FSA)

- FSA provides compensation for added expenses incurred because of an enforced family separation.
- FSA is payable in the following situations:
 - When a Soldier is assigned to a dependent-restricted tour.
 - When a Soldier receives approved concurrent travel, but the Family is delayed by the service for more than 30 days.
 - When a Soldier receives approved deferred travel.
 - When a Soldier is denied concurrent travel.
 - Entitlement to FSA upon CONUS PCS is authorized only when movement of a Soldier's dependents to the new PDS is not authorized at government expense, or when dependents cannot accompany the Soldier at that PDS due to certified medical reasons.

- ✓ Individually Billed Account (IBA) vs Centrally Billed Account (CBA)
 - All PCS orders must state that either IBA or CBA (not both) is authorized.
 - IBA-Mandatory for all Soldiers with a Government Travel Charge Card (GTCC) (unless exempt) and must be included in the PCS order.
 - If travelling by air, the Soldier must contact the supporting Commercial Travel Office (CTO) or Travel Management Center (TMC) to make air travel reservation arrangements.
 - The GTCC eliminates the need for an advance of travel entitlements and reduces the traveler's dependency on personal funds.
 - If IBA is authorized in the PCS order, the Soldiers will contact their unit travel charge card Agency Program Coordinator (APC) to register into the PCS program to increase spending limits.
 - The GTCC will be used for all expenses associated with the PCS.
 - CBA-If the Soldier does not possess a GTCC, or IBA is not authorized, CBA is authorized and must be included in the PCS order.
 - The Soldier is not responsible for personally purchasing airline tickets. The Soldier must contact the supporting CTO or TMC to make air travel reservation arrangements.

✓ Advance Travel Pay

- GTCC holders are not authorized Advance Travel Pay, except advance DLA. The GTCC must be used for all PCS travel related expenses unless the GTCC is not authorized at the new PDS.
- Soldiers without a GTCC may request a Travel Pay advance of up to 80% of Per Diem and Mileage, and 100% of DLA, if eligible.

✓ Advance Base Pay

- To assist Soldiers in meeting extraordinary expenses related to a PCS. Advance Pay is intended to assist with some of the out-of-pocket expenses related to PCS relocation, not typical of day-to-day military living.
- Soldiers may be paid an advance of base pay not to exceed 3 months, minus deductions (i.e., taxes, allotments, etc.).
- Advance Pay amount will be paid back over 12 months.

Finance Travel Entitlements

Army Military Pay Offices are implementing the DFAS SmartVoucher (SV) Workflow system across CONUS installations, Europe and Japan NLT 31 Dec 21.

SV is a TurboTax-like version of the Military PCS Voucher, which a soldier can complete on both government computer with CAC or on their own personal communication device with myPay Login ID and Password. It is a web-based system which walks the Soldier through a series of questions to complete their voucher during in processing and allows for virtual submission.

Soldiers can access SV at the following site: <https://smartvoucher.dfas.mil/voucher/>.

- ✓ Soldiers in the ranks of PVT-SPC/CPL, WO1-CW2, and 2LT-CPT are required to take the HQDA “Permanent Change of Station” financial readiness course upon receipt of orders or within 60 days of reporting to a new installation.
- ✓ Options to take the training:
 - Face-to-Face: At the installation with a Personal Financial Manager or counselor.
 - Group Training: At the installation in a classroom environment.
 - Distributed Learning: <https://olms.armyfamilywebportal.com/>
 - Use an updated browser (i.e., Chrome, Safari, etc.)
 - Individual log-in
- ✓ Provide certificate of completion to Unit Training Manager (S3) to assist with expedient out-processing.

In-and-Out Processing Finance Office

Consolidated Service Center (CSC) – Building 309, Office 17

Hours of Operation:

Monday, Tuesday, Wednesday, Friday
0800-1200, 1300-1530

Thursday
1300-1530

**It is highly recommended to stop by the Finance Office for pre-screening for pre-clearing.

Entitlement rates and Joint Travel Regulation (JTR) can be found on:
<https://www.travel.dod.mil>



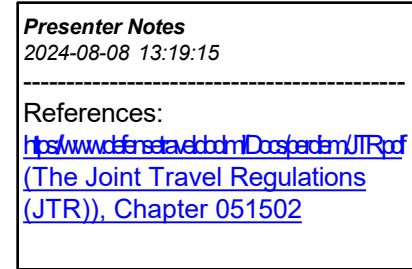
U.S. ARMY®



Outbound Briefing

Personal Property (Transportation)

USAG Italy



- ✓ MUST HAVE ORDERS TO SCHEDULE.
- ✓ Need schedule your move with our office prior to going to the Housing Office.
- ✓ If wanting to ship alcoholic beverages:
 - A permit from the state you are shipping to and a detailed listing to be obtained from our office is required prior to our office processing your application.
 - You must go to: <https://www.ttb.gov/wine/alcohol-beverage-control-boards>
- ✓ IF shipping a MOTORCYCLE must be US SPEC or 25yrs or older and MUST show proof of Ownership.
- ✓ Types of shipments: HHG, UB, PPM, NTS.

E-MAIL: PERSONALPROPERTYVICENZA@ARMY.MIL

DSN: 646-2441

Comm: 0444-71-2441



Household Goods Weight Allowances in lbs

	Grade	With Dependents	Without Dependents
1	0-10 to 0-6	18,000	18,000
2	0-5 or W-5	17,500	16,000
3	0-4 or W-4	17,000	14,000
4	0-3 or W-3	14,500	13,000
5	0-2 or W-2	13,500	12,500
6	0-1, W-1, or Service Academy Graduate	12,000	10,000
7	E-9	15,000	13,000
8	E-8	14,000	12,000
9	E-7	13,000	11,000
10	E-6	11,000	8,000
11	E-5	9,000	7,000
12	E-4	8,000	7,000
13	E-3 to E-1	8,000	5,000
14	Aviation Cadet	8,000	7,000
15	Service Academy Cadet or Midshipman		350



QUESTIONS?

OFFICE INFORMATION

E-MAIL: PERSONALPROPERTYVICENZA@ARMY.MIL

DSN: 646-2441

Comm: 0444-71-2441

Sponsorship For Soldiers Departing USAG Italy (E1-E6/O1-O3/WO1-CW2):

1. 24 hours after receiving IPPS-A assignment instructions, Soldiers must begin the sponsorship process by accessing the Army Career Tracker (ACT) website at: <https://actnow.army.mil/>
2. Click the Sponsorship tab located on the top left of the screen and complete the DA Form 5434 section 1,2,4 and 5. **(if the sponsorship tab is unavailable contact the TASP office).**
3. After you have completed the required sections, please check the portion “I certify” located on the block below your rank in section 1 and save your progress. Entering your info in ACT will generate a DA Form 5434 with your PCS demographic, and will allow your gaining unit to assign you a sponsor and complete the section 3 of the DA Form 5434.

E7-E9/O4-O6/CW3-CW5 can decline sponsorship via ACT.

All personnel on school assignments longer than 20 weeks are exempted from the program. If you are having trouble contacting your sponsor or gaining unit, reach out to the USAG Italy Installation Sponsorship Liaison (ISL).

Total Army Sponsorship Program (TASP)

Consolidated Services Center (CSC) Bldg. 393

DSN: 314-646-2575 COMM: +39-0444-71-2575

Email: usarmy.usag-italy.id-europe.mbx.army-sponsorship@army.mil

Soggiorno

- All Service Members are required to turn in their dependents' Soggiornos while out-processing.
- If a Soggiorno is lost or stolen, Service Members must contact the Soggiorno Office to get the document's data to request a report of loss by the Vicenza Carabinieri on post, Building 4A.
- If dependents departed Italy prior to the sponsor with their Soggiorno, it must be mailed back at the following address: **Soggiorno Office OPC 427, BOX 41 APO AE 09630**

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 CSC 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*

usarmy.italy.id-europe.mbx.cpf-out-processing-mailbox@army.mil

MarcoPolo Airport Shuttle & Pets

- Personnel projected to PCS have the priority to ride the Marco Polo Shuttle bus provided by USAG Italy.
- Riders must make bus reservations online at the following CAC enabled link:
<https://intelshare.intelink.gov/sites/usaraf/USAG-I/ShuttleBus.aspx>
- If traveling with pets you must follow the following guidance:
 - Pets must be inside of a pet carrier **AND the pet carrier must fit on the seat or in between the seats not blocking the aisle.**
 - Italian law prohibits the transportation of live animals in the cargo portion of the bus.
- If the free shuttle service provided by the installation cannot meet your PSC transportation needs, outbound personnel must arrange for other means of transportation and request reimbursement at the gaining organization when filing their travel voucher. Please note that transportation is a reimbursable PCS expense.
- If you are having troubles scheduling the shuttle bus or need additional info, feel free to email: usarmy.usag-italy.id-europe.mbx.usag-italy-marco-polo-airport-li@army.mil or call DSN: 314-646-5131 or 314-646-2575 COMM: +39-0444-71-5131 or +39-0444-71-2575.

Army Community Service (ACS)

Caserma Ederle

Building #108

Hours: 0800 – 1700; Thur 1300-1700

DSN: 646-5800

CIV 0444-71-5800

Del Din

Building #2 (Behind the library)

DSN

646-5056

**Army Community Service (ACS)
Lending Closet**

**Please return all checked out items before you
need your clearing papers stamped.**

They need to be complete, intact, and clean.

Army Community Service

Financial Literacy Training Requirement for Soldiers PCSing from USAG Italy

To clear ACS Financial Readiness Soldiers will need to show a Financial Readiness PCS certificate of training.

According to EXORD 140-21, Permanent Change of Station class is mandatory for soldiers in grades E6/O3/WO2 and below, upon receipt of orders or within 60 days of reporting to a new installation. Others are welcome to attend.

To obtain your training certificate:

- Call ACS to register for the weekly PCS class every Wednesday at 1100. You will receive a training certificate after class completion.
- If it is urgent, you may schedule an in-person appointment with a Financial Counselor at USAG Italy ACS.
- To register online for either the class or an in-person appointment, use this website: [Schedule Appointment with USAG ITALY \(acuityscheduling.com\)](https://acuityscheduling.com).

Army Community Service Exceptional Family Member Program



- If you have a dependent who is EFMP enrolled be sure to out-process through ACS EFMP to ensure you are provided with the appropriate resources for reassignment
 - EFMP enrollment updates are needed every 3 years
- EFMP Screenings are needed for all OCONUS assignments. Please make the EFMP Screening your FIRST step when preparing for an OCONUS assignment

Army Community Service, Davis Hall Building 108

Caserma Ederle USAG- Italy/ Room 24

DSN: 646- 5830 CIV +39-0444-71- 5830

usarmy.usag-italy.medcom-rhc-e.list.vzhc-efmp@mail.mil

Current hours: Mon 8-17; Tue 8-14; Wed 8-13

Army Community Service
Military and Family Life Counselors

In/Outprocessing hours

Ederle

Monday 12-16

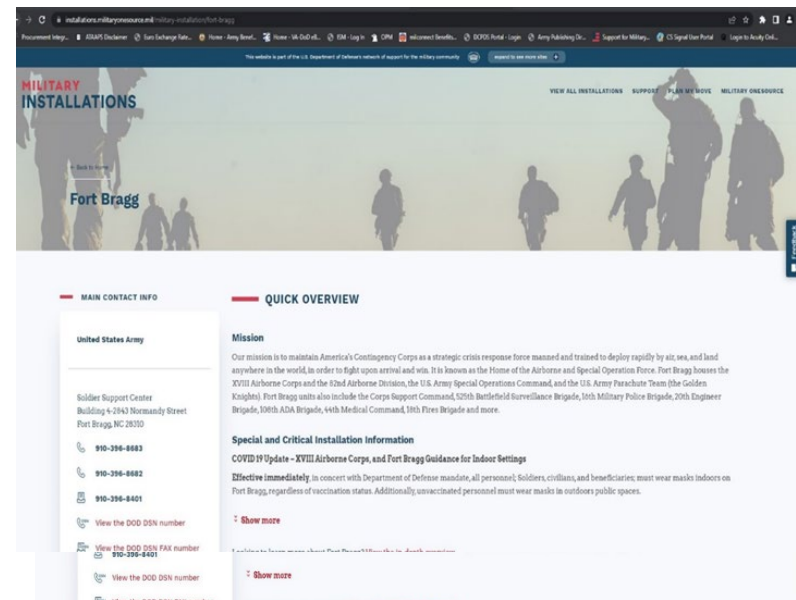
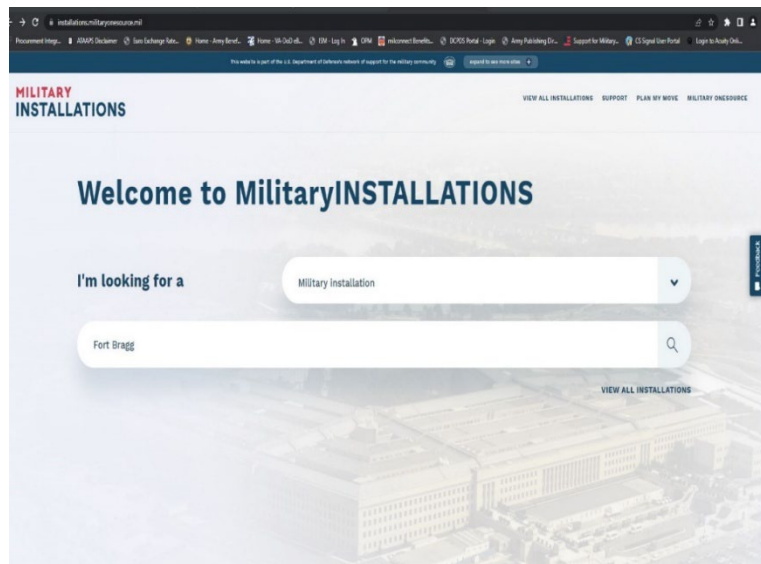
Wednesday 12-16

Friday 8-12

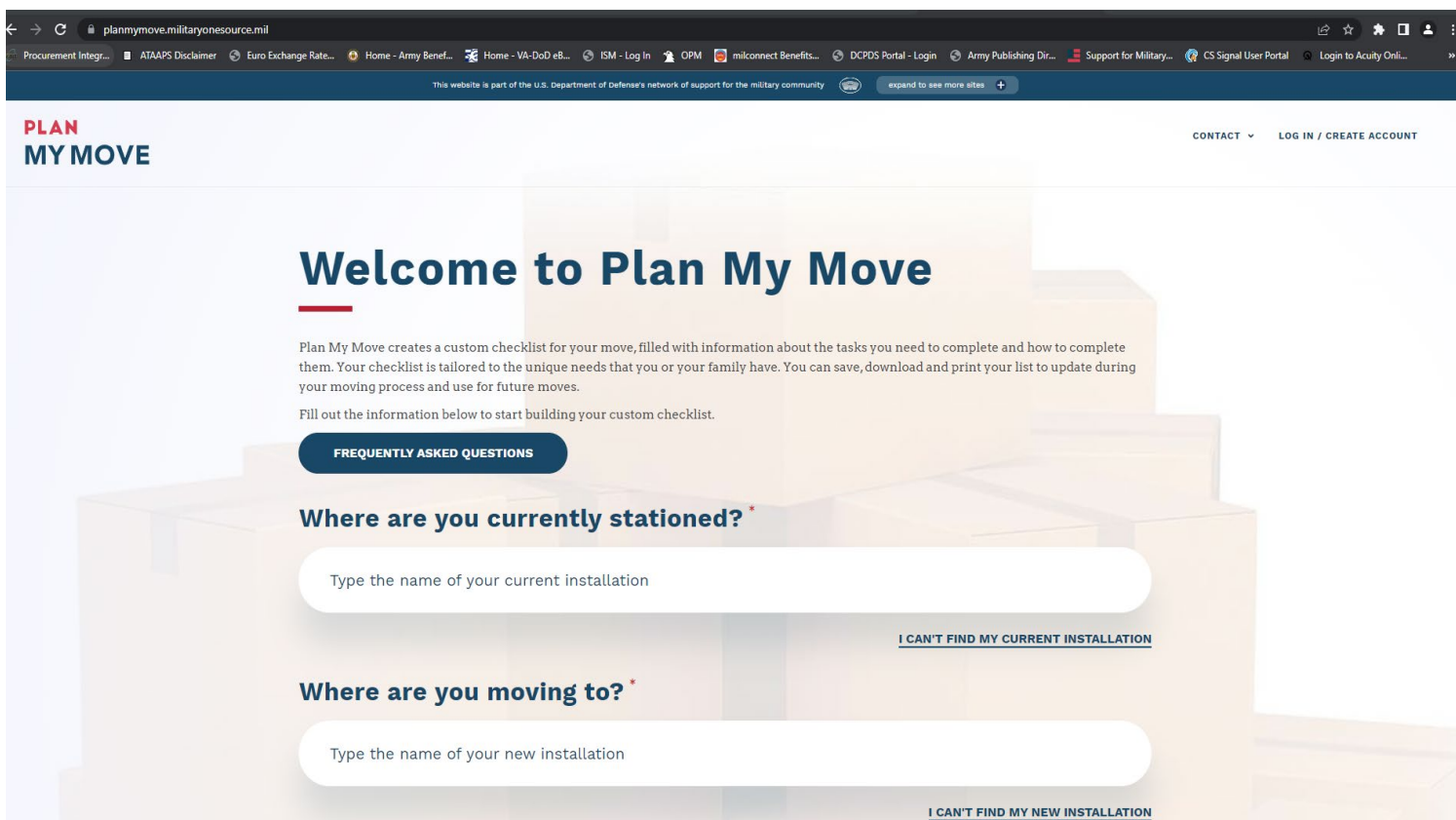
Del Din

Wednesday 8-12

Useful Website to navigate your move/get information regarding your new installation!



Army Community Service



The screenshot shows the 'Plan My Move' website. The header includes the 'PLAN MY MOVE' logo and navigation links for 'CONTACT' and 'LOG IN / CREATE ACCOUNT'. The main heading is 'Welcome to Plan My Move'. Below it, a paragraph explains that the site creates a custom checklist for moves. A 'FREQUENTLY ASKED QUESTIONS' button is present. The first form section is 'Where are you currently stationed?' with a text input field and a link 'I CAN'T FIND MY CURRENT INSTALLATION'. The second form section is 'Where are you moving to?' with a text input field and a link 'I CAN'T FIND MY NEW INSTALLATION'.

planmymove.militaryonesource.mil

Procurement Integr... ATAAPS Disclaimer Euro Exchange Rate... Home - Army Benef... Home - VA-DoD eB... ISM - Log In OPM milconnect Benefits... DCPDS Portal - Login Army Publishing Dir... Support for Military... CS Signal User Portal Login to Acuity Onli...

This website is part of the U.S. Department of Defense's network of support for the military community expand to see more sites

PLAN MY MOVE CONTACT LOG IN / CREATE ACCOUNT

Welcome to Plan My Move

Plan My Move creates a custom checklist for your move, filled with information about the tasks you need to complete and how to complete them. Your checklist is tailored to the unique needs that you or your family have. You can save, download and print your list to update during your moving process and use for future moves.

Fill out the information below to start building your custom checklist.

FREQUENTLY ASKED QUESTIONS

Where are you currently stationed? *

Type the name of your current installation

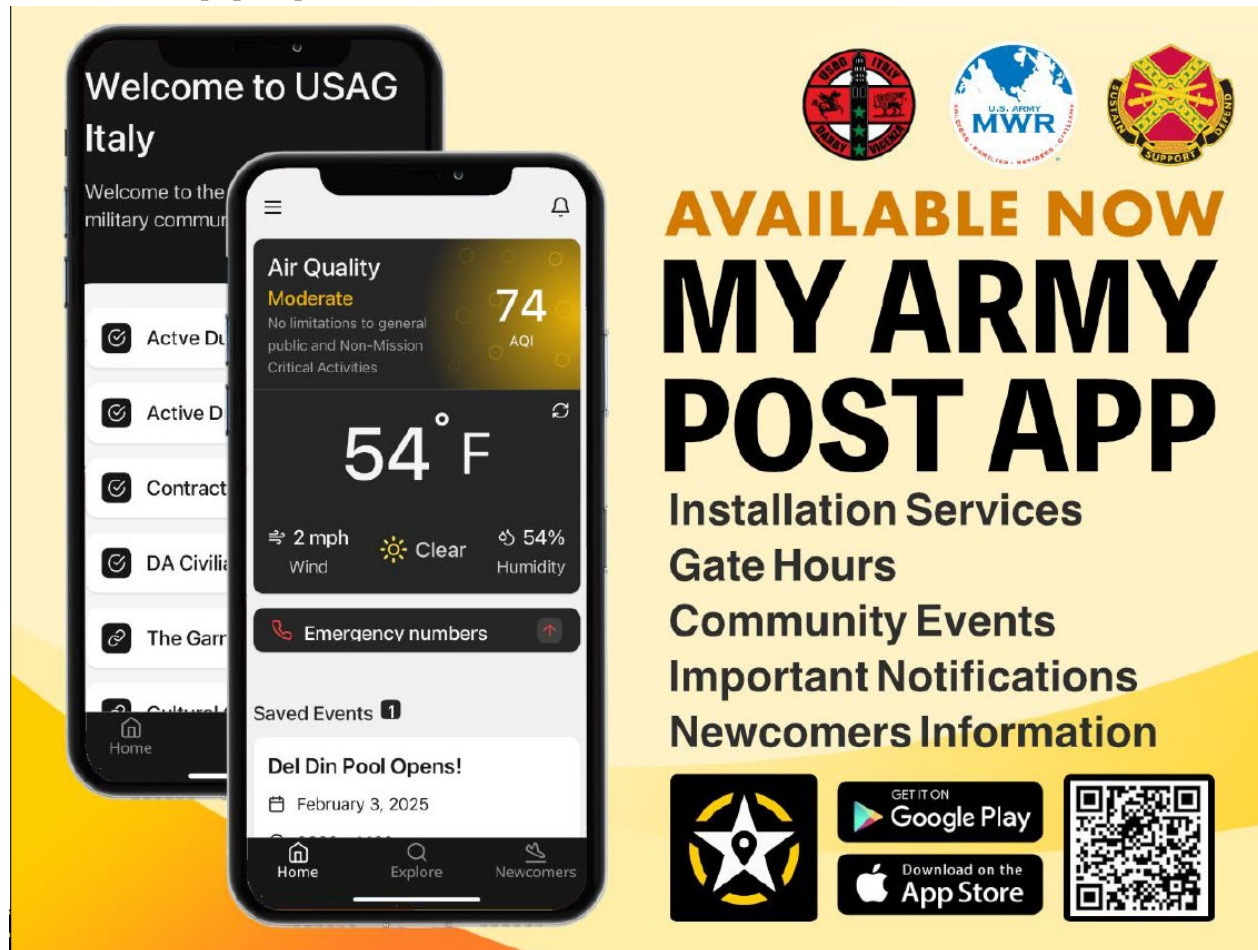
[I CAN'T FIND MY CURRENT INSTALLATION](#)

Where are you moving to? *

Type the name of your new installation

[I CAN'T FIND MY NEW INSTALLATION](#)




Useful App, please scan the QR code and download!






AVAILABLE NOW

MY ARMY POST APP

Installation Services
Gate Hours
Community Events
Important Notifications
Newcomers Information

Vehicle Registration Torri Compound MON-FRI 09:00-15:30

**DSN: 646-2491/2492/2493/2494/2498
COMMERCIAL 0444-712491/92/93/94/98**

To clear vehicle registration you must :

- SHIP
- SELL
- SCRAP

all your vehicles

- ✓ Make an appointment online at www.pcsmypov.com. For additional information contact the VPC 646-2481/82 or 0444/712481 or 0444/712482.
- ✓ Once the vehicle is shipped, come to vehicle registration with:

- COVER PLATES
- SHIPPING DOCUMENTS
- PCS ORDERS

You can also ship your vehicles at your own expense.

To do so, you need to pick a company to ship it out.

Once that is done, you'll need to come to vehicle registration with:

- COVER PLATES
- SHIPPING DOCUMENTS
- PCS ORDERS

To sell your vehicle you need:

- ✓ CURRENT REGISTRATION
- ✓ INSPECTION (NOT OLDER THAN 60 DAYS)

IF THE INSPECTION IS FAILED YOU CAN STILL TRANSFER
(THE BUYER WILL HAVE A 30 DAY REGISTRATION)

IF THE INSPECTION RESULT IS UNSAFE TO DRIVE YOU CAN'T TRANSFER

BOTH THE BUYER AND THE SELLER MUST BE PRESENT!

A BILL OF SALE WILL BE ISSUED AT VEHICLE
REGISTRATION

You can also sell your US SPECS vehicle to an authorized dealership
In this case, you will need to come to vehicle registration with:

- COVER PLATES
- IM7 FORM (CUSTOMS DOCUMENT)

All of the above will be provided by the dealership

To get your vehicle disposed of you need to come to vehicle registration with:

- CAC
- REGISTRATION

You have two options:

- The vehicle can be picked up from its location by the junkyard personnel. In this case the cost for Vicenza area pick-ups is 50 euros (CASH ONLY, EURO ONLY!)
- Drive the vehicle yourself to the junkyard located in Altavilla Vicentina (free in this case)

FOR BOTH OPTIONS, YOU HAVE COME TO VEHICLE
REGISTRATION FIRST!

Only in case all the previous options fail, you can leave a Power of Attorney to someone else to sell/ship your vehicle on your behalf.

The POA holder must be :

- A DOD ID CARD HOLDER (SPONSORS ONLY!)
- A PERSON WITH A VEHICLE ALREADY REGISTERED IN OUR SYSTEM

THE POA ISSUED AT VEHICLE REG WILL BE VALID FOR 90 DAYS!

IF NO ACTION IS TAKEN AFTER 90 DAYS, THE COMMAND HAS THE AUTHORITY
TO DISPOSE OF THE VEHICLE

- POA TO SELL

come to vehicle registration with:

- ✓ Inspection (not older than 60 days)
- ✓ Registration
- ✓ Valid insurance

- POA TO SHIP

come to vehicle registration with:

- ✓ Notarized POA from JAG
- ✓ Registration
- ✓ Valid insurance

The POA holder must be with you at vehicle registration!

If you're driving to another EU base, your Italian plates will need to be replaced by temporary ones.

You will need to:

- ✓ return the Italian set of plates
- ✓ return the current registration
- ✓ provide a copy of your orders
- ✓ change your proof of insurance to the AFI number only

You will receive temporary plates and a temporary registration valid for a time considered sufficient to arrive to your destination and register locally.

Tax Relief Office/UTEP

Tax Relief Office – Utility Tax Exemption Program (UTEP)

Building 367 (DFMWR)

DSN: 646-5101

Comm: 0444-71-5101

Hours of Operation: Mon-Thur 1000-1600

(Closed on Fridays)

Closed on all American Federal Holidays

Limited staff on Italian Holidays and Rest Days

Email: usarmy.usag-italy.id-europe.mbx.fmwr-vmc-tax-relief@army.mil

Tax Relief Office/UTEP

DUE TO COVID-19 RESTRICTIONS, THESE INSTRUCTIONS MUST BE FOLLOWED OR IT MAY RESULT IN DELAYING THE CLEARING PROCESS!

*******IMPORTANT*******

To clear the Tax Relief Office please read all of the info below:

At the time of inspection, do not bring the completed termination letter to the office, just take a picture and email to usarmy.usag-italy.id-europe.mbx.fmwr-vmc-tax-relief@army.mil

1. Email the picture of your final gas meter reading and Contract Termination Letter.
2. We also need your Bank Account and Routing number to your stateside financial institution (for future credit return)
3. Forwarding address.
4. A closing estimate cost will be estimated and emailed back to you.
5. After you have received the amount due, sign the Closing Estimate, come by to our office to make the final payment and get your clearing papers signed.

The closing estimate consists of:

1. Your current balance
2. Estimated cost from the most recent bill to your final reading
3. Gas company closing cost

The estimated amount will be a credit to pay the final gas bill that will come in about 4 months. The remaining credit will be directly deposited to your bank account by DFAS. In the event that something is due, you will be contacted to arrange payment.

Vicenza Veterinary Treatment Facility (VTF)

Vicenza Veterinary Treatment Facility (VTF) is located behind the Health Clinic (BLDG 2310) on Caserma Ederle.

Office Hours:

Monday - Wednesday, Friday: 0800-1200/1300-1600

Clinic is closed on Federal holidays, certain training holidays and all Thursdays!!!

Phone Number: 0444-61-9160

Email: usarmy.usag-Italy.medcom-ph-e.list.vtf-Vicenza@mail.mil

VICENZA VETERINARY TREATMENT FACILITY

Vet: How to Clear

- Bring your out-processing paperwork to the front desk, then we will verify you do not have any active patient records and all accounts are paid in full.
- We will then sign and stamp your documents.
- **Traveling with Pets – Plan Ahead**
 - Complete Country Clearance Checklist
 - **Health Certificate (Required):** appointment 10 days or less before date of flight
 - **Pet Passport (Required):** Contact the VTF to apply for a pet passport as soon as you arrive in country and obtain a physical address (i.e. move into a house)
 - **Sign out Animal Records**
 - **Pay any debts owed**
 - Receive Signed Clearing Papers
- Entering another country with pets requires prior planning!

VICENZA VETERINARY TREATMENT FACILITY

Vet: What is Required to PCS?

- Have you reviewed the import requirements for the country to which your traveling? Some countries may take up **to six months** to complete country clearance requirements.
 - Are your pet(s) current on all vaccines?
 - Do they have a 15 digit microchip?
 - Is a FAVNtest (rabies antibody test) required?
 - Do you have a EU Pet Passport?
 - Do you require any additional documents: Country Clearance, Proof of FAVN Test, Export, etc.
 - Have you coordinated pet travel:
 - Contacted the Airline to verify pet travel requirements;
 - Need Power of Attorney
 - Ensured boarding facility available if needed?
 - If using a pet shipper, do you have an export document?
- Health Certificate/Exam: within 10 days or less of flight

Refer to the USDA Pet Travel site for country-specific requirements: **website**
<https://www.aphis.usda.gov/aphis/pet-travel/>

