

IT-02

Livorno, Italy

G3 Assistant Operations Officer Cdo Brigata Para. “FOLGORE”

(Last Updated 30 NOV 2022)

“COME FOLGORE DAL CIELO, COME NEMBO DI TEMPESTA!”
“LIKE LIGHTNING FROM THE SKY, LIKE THUNDER FROM A STORM!”

First, congratulations to you and your family on serving as the exchange officer in the Italian Airborne Brigade – Comando Brigata Paracadutisti “FOLGORE”.¹ This assignment is extremely rewarding from a cultural, tactical, and strategic perspective. Moreover, the regular interaction you will have with your Italian counterparts helps “build the network” to establish relationships, build partner capacity, increase interoperability, and generally assisting one of our most important allies.

This Newcomers document will cover the following areas:

- I. NATO Brigade Introduction
- II. Administrative Support Mechanisms (Where you can go for support)
- III. Folgore Brigade History
- IV. Folgore Brigade Task Organization and Functions
- V. Folgore Brigade Primary POC
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 - r. Leave Requests
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¹ Folgore literally means “lightning” in Italian. The naming convention was decided upon during World War II, whereby the paratroopers arrived at the edge of battle like bolts of lightning from the sky.

- t. Senior Rater Scheme
- u. Joint Experience Credit
- v. Civilian Clothing Allowance
- w. UCMJ
- x. Additional Information

I. NATO BRIGADE INTRODUCTION

Our mission is to conduct individual training, logistics, human resources, and service-specific support at 38 locations in 21 countries in order to provide ready & resilient Soldiers to NATO, maintain our joint and multinational partnerships, and enhance the Alliance. The inclusion of administrative control for the MPEP and SON personnel expands our current mission to support the security cooperation among allied nations to one additional country and 43 new locations. USANATO Brigade will conduct Routine Admin Support and UCMJ actions such as awards, DD Forms 93, SGLV, leave and passes, SRB updates, MEDPROS updates, FVAP, and all other HR related actions through the G5 IOD section. Their mission is to ensure individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from Brigade leadership.

You can find out more about us and our team at <https://www.usanato.army.mil/About-Us/Leadership/>. If you have additional questions, feel free to contact us at +49-(0) 611-143-549-5302

Although USANATO Brigade manages the support for the MPEP and SON population, the program is run from USAREUR-AF. The USAREUR-AF Program Manager exercises the responsibility of establishing and closing positions, coordinates agreements with DOS and partner nations units, accepts nominations for replacements, makes decisions on extensions and curtailments of tours, sets rating schemes, approves duty descriptions, and conducts program assessment.

For questions about the program please email USAREUR's PM at lee.s.fennema.civ@army.mil

Again, welcome to the Brigade and we look forward to supporting you and your operations with our partner nations. Warm Regards

II. ADMINISTRATIVE SUPPORT MECHANISMS

a. PRIMARY SUPPORT MECHANISM:

US NATO BDE
Co Commander Com: +49-(0)6111-43-549-5430
1st Sergeant Com: +49-(0)6111-43-549-5420
Admin Support Com: +49-(0)6111-43-549-5304
DSN: 312-549-XXXX

STAFF DUTY NCO/ AFTER DUTY HOURS

Cell: +49-(0)172-291-5836

b. SECONDARY SUPPORT MECHANISM:

HHC BDE, 173rd IBCT-A, Vicenza, IT
HHC BDE 1SG Com: 646-3301
HHC BDE CDR Com: 646-3302

Due to the nature of your position, you will be asked to regularly leave Italy to conduct reconnaissance operations, participate in Large Scale Global Exercise (LSGE) conferences ISO United States Army Europe – Africa (USAREUR-AF), and facilitate the execution of these exercises.² Additionally, this position often requires, and offers the benefit, of regular interaction with the 173rd IBCT-A to ensure relevance and build partner capacity. In my opinion, this warrants regular travel to Caserma Del Din (Vicenza, IT), Caserma Ederle (Vicenza, IT), and Air Base Aviano (Aviano, IT).³ Virtual based sessions can provide the benefit of sustained dialogue in a geographically dislocated environment; however, nothing can replace the power of face-to-face interaction. In conjunction with the conduct of these regular interactions with the 173rd IBCT-A, it is also possible to complete annual readiness requirements. Medical (PHA, immunizations), dental, PRR, and FRR services are available on Del Din and Camp Ederle. Of note, when assigned in this position you are physically slotted under HHC BDE 173rd IBCT, so the HHC BDE Command Team can and will help project visibility on maintaining your individual readiness, ensuring your world-wide deployability. By extension, this also assists the 173rd with maintaining their own unit level readiness.⁴

III. FOLGORE BRIGADE HISTORY

The official title of our Brigade is the Comando Brigata Paracadutisti FOLGORE. From a MACRO perspective, the brigade has a very storied history with its roots firmly anchored during the onset of World War II. Shortly after the Germans conducted the first combat actions in Crete, other nation states around the globe began looking at a similar capability. Following the establishment of a centralized airborne school and airborne capability, the Folgore brigade conducted combat operations in Northern Africa, central, and southern Italy during the Second World War. It is extremely important that you conduct additional self-study on the tactical engagements and the overall employment of the brigade in previous campaigns. This will assist you with understanding the dynamics of how and why the brigade is task organized in the current manner, the purpose of its current geographically positioning (physically and strategically), and how the brigade views its place within the

² The Large Scale Global Exercise (LSGE) is the term used to describe the core group of USAREUR-AF exercises. This includes exercises such as Saber Junction, Allied Spirit, Combined Resolve, etc. The Folgore Brigade regularly participates in the annual LSGE called Swift Response Exercise. This exercise was created almost ten years ago as a way to exercise and hone Joint Forcible Entry capability for airborne forces across the globe.

³ The term Caserma comes from the Italian word for barracks. Most US and Italian installations will typically use this naming convention. It is the same as the US Army's use of "Fort" in Fort Carson, Fort Irwin, etc.

⁴ All MPEP positions have personnel assigned to an active duty organization. The Julia Brigade position with the Aplini is assigned to JMRC in Germany, while your position is aligned with HHC BDE, 173rd.

European NATO community and the Italian Army.⁵

IV. FOLGORE BRIGADE TASK ORGANIZATION AND FUNCTIONS

The Comando Brigata Paracadutisti “FOLGORE” is the only brigade sized element of light parachute infantry in the Italian Army (and the Italian Ministry of Defense MOD for that matter). The brigade is commanded by a one-star general officer with the physical headquarters located in the central area of Livorno, Italy⁶. Overall, the structure of the brigade resembles the design of an IBCT-A; however, there is the added benefit/challenge of managing the Italian Airborne School. This would be the equivalent of the 173rd IBCT-A (or another BCT sized US airborne element) also owning 1-507 PIR at Fort Benning GA. The Folgore Brigade is task organized with nine regiments. In accordance with the Italian Regimental system, an O-6 level commander oversees the organization with a regimental level staff that executes very similar functions to a brigade-level staff. Key to note, every regiment has a single O-5 battalion headquarters under their control. The battalion has a commander (O-5) a senior enlisted advisor (E-9) and an additional staff officer at the O-5 level. This makes it extremely difficult for the battalion to conduct mission planning and analysis without the assistance of the Regimental staff.

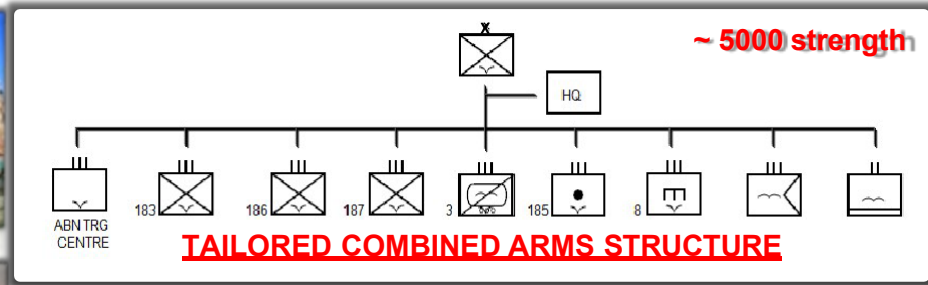
The Regiments and the Brigade Headquarters are spread throughout three different Italian regions, which creates tactical and operational level delimas when trying to conduct parallel planning; however the BDE headquarters is well versed in the use of distributed communications networks (SATCOM, SVOIP, VOIP, and VTC) which mitigates the risk to mission. The graphic below shows the geographic disposition of the Brigade in Italy.

⁵ The Folgore Brigade is currently positioned within three different regions of Italy (Veneto, Toscana, and Lazio). Italy was first united in 1861, and it is currently divided into twenty different regions. Each regions has its own culture (food, traditions, etc.) but there often are also differences in dialect amongst the regions and in some cases dialects can be described as completely different “languages”.

⁶ Caserma Ruspoli is located in the center of Livorno. You can find the locating by typing “Comando Brigata Paracadutisti Folgore” into Google Maps.



ORGANIZATION AND CAPABILITIES



//UNCLASSIFIED//

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Global Missions of the Folgore Brigade: The Italian Airborne Brigade is the most deployed brigade headquarters within the Italian Army. This causes the staff to constantly be conducting the red, amber, and green phases of a common BCT tasking cycle simultaneously. As a result, most training will be executed at the “Gruppo Tattico” or battaion task-force level. The brigade will then assign a support and evaluation package from the brigade headquarters to evaluate training.

V. FOLGORE BRIGADE PRIMARY POC

Because the Brigade is commanded by a Brigadier General, the brigade uses the “G-staff” naming convention to delineate between the Brigade and Regimental level. As such, the IT-02 position works within the G3 section. The G3 is then separated into L-OPA (Operations, Plans, and Exercises) and airborne operations. Your position places you within L’OPA section but with responsibilities that overlap each of the warfighting functions and staff sections.

Tenente Colonel (Ten. Col – LTC) Francesco Errico
G3- Operations Officer for the CDO Brigata para. “FOLGORE”
Cell Phone: +39 349 4239370

VI. FOLGORE MPEP DUTY DESCRIPTION

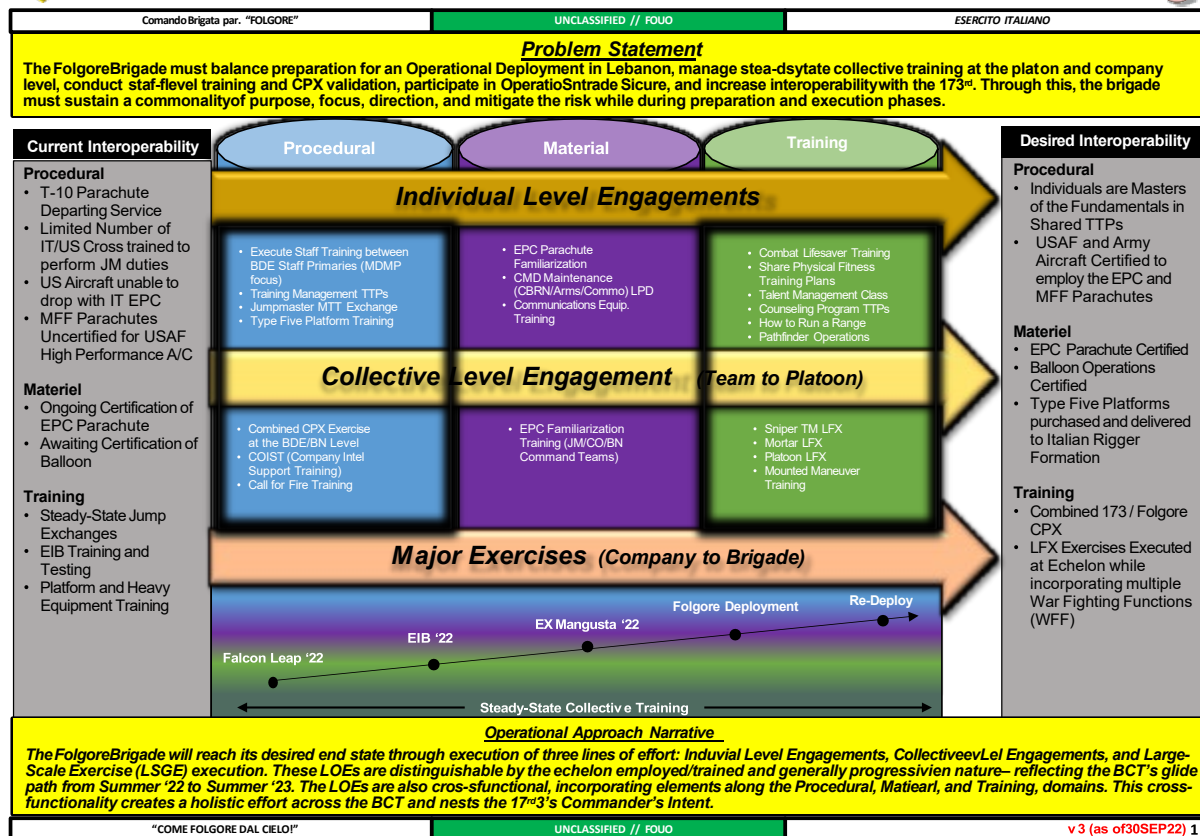
Your position will naturally guide to towards working within three different areas of Airborne Interoperability: Material, Procedural, and the Tactical Operations (Human Domain).

Tactical Domain Operations: This area of operations will consume approximately 80% of your overall time. This includes the management and planning activities for all international exercises. At a minimum, the Folgore Brigade executes two major international exercises every year. The first one takes place in May (LSGE – Swift Response) and second major exercise between October and December (EX. Mangusta). The later is a brigade internal exercise which uses incorporates at least a platoon of combat power from the 173rd IBCT-A.

In addition to large scale exercises, you will also regularly plan and synchronize small Joint Forcible Entry Exercises with the 173rd. Below you will find the latest Folgore G3 approved interoperability map between the 173rd and the IT Folgore Brigade.



Folgore Interoperability Operational Approach



Material and Procedural Domains: The Folgore G3, by extension of the rigger company located in Pisa, may require support to solve problems that require based material solutions. This can be anything from resourcing methods for airdrop delivery, assisting with acquiring rigging materials, and providing hands-on-training to increase the

understanding of US capabilities and methods. An excellent example of this interoperability occurred last year when the 5th Quartermaster lent the Folgore brigade three Type-V platforms to understand the rigging procedures and fill a critical gap in their capabilities with delivering ATVs and mortar systems.

173rd and Folgore Brigade Interoperability

VII. ADMINISTRATIVE SUPPORT DEEP DIVE

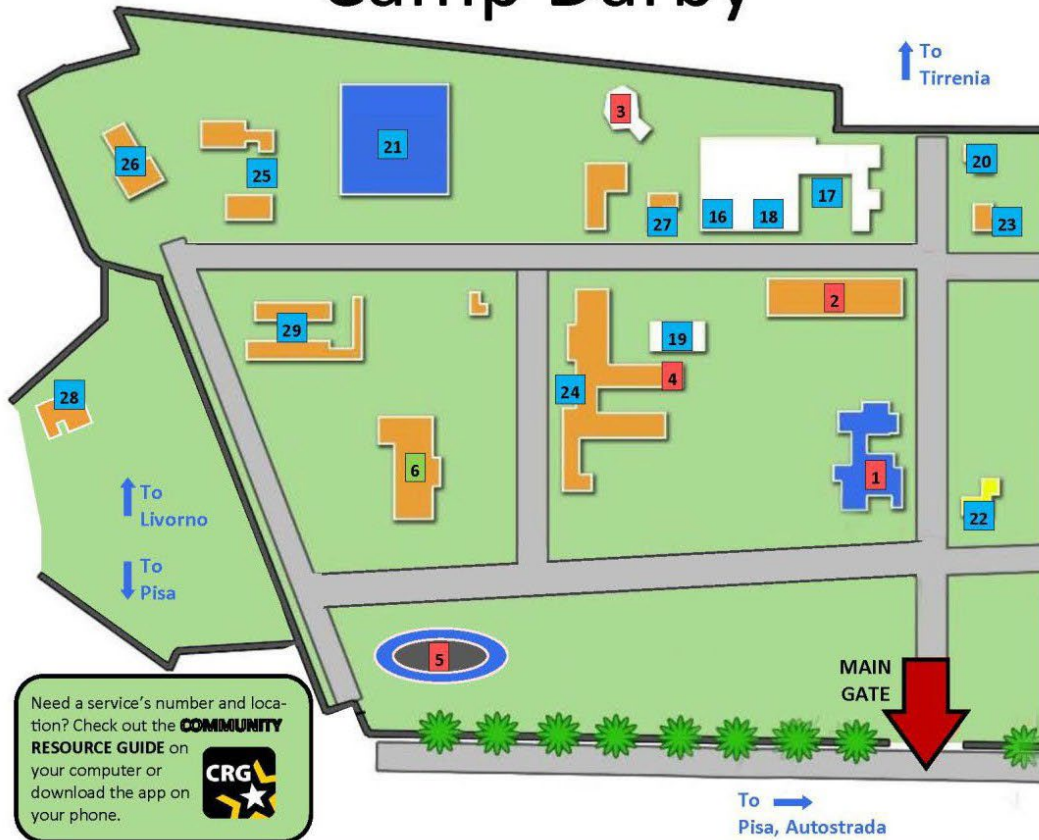
a. CAMP DARBY OVERVIEW

Camp Darby is a logistical base first created in the aftermath of World War II. Today it is used as a critical hub for transitioning material throughout Europe.⁷ The installation is divided in two parts. For brevity purposes, this guide will cover just the northern portion of Camp Darby where the critical functions and life-support capabilities are located.⁸ Camp Darby has the capabilities to assist with ID Card renewal, a medium-sized Commissary, a POV registration and inspection facility, and a small PX (similar in size and scale to a shopette).

⁷ Camp Darby was originally the home of the Southern European Task Force (SETAF). Subsequently, the headquarters transitioned north to Verona until finally settling in Vicenza. SETAF has now transitioned to SETAF to Southern European Task Force – Africa (SETAF-AF), a two-star headquarters, in charge of operations south of the Alps within Italy and Africa.

⁸ Camp Darby was previously a larger base. In terms of overall dimensions, it is comparable in size to what you would assign an IBCT rifle company. In recent years, a portion of the northern Camp was divested to our Italian partners, and this divested portion is the home to the Italian Special Forces Command (overseen by a one-star Italian general officer).

Camp Darby



Need a service's number and location? Check out the **COMMUNITY RESOURCE GUIDE** on your computer or download the app on your phone.



- | | | |
|---|--|--|
| Family and MWR Facilities | | |
| 1. Darby Community Center | c. Tax Relief Office | d. Barber Shop |
| a. Fitness Center | d. Pass and Badge Office | 18. Community Bank |
| b. MWR Office | e. Patient Liaisons | 19. Global Credit Union |
| c. Library | f. Medical Aid Station (Active Duty) | 20. Legal Office |
| d. Coffee Bar | g. Education | 21. DECA Commissary |
| e. Army Community Service | h. Military Family and Life Counselor | 22. Chapel |
| 2. Hotel- Casa Toscana | i. Vehicle Registration | 23. Post Office |
| 3. Child Development Center and Parent Central Services | j. NAF Human Resources | 24. DODEA Livorno Elementary/Middle School |
| 4. Youth Center | K. School Liaison Officer | 25. TMP Offices and Motorpool |
| 5. Track | Community Points of Reference | 26. 731st Muns |
| (6.) Headquarters Building | 16. Housing office and CFMO (upstairs) | 27. Thrift Store, Lending Closet, and Laundromat |
| a. Military Police Station | 17. AAFES | 28. Fire Station |
| b. Family Affairs Office | a. Shoppette | 29. Carabinieri Office |
| | b. Alterations | |
| | c. Cell Phones | |

Source Material: <https://home.army.mil/italy/index.php/my-garrison-italy/pcsguidedarby/living-darby/welcome-usag-italy>

b. CASUALTY CONSIDERATIONS

In the event you take a casualty within your family, and you can conduct a self (ground-based) movement for treatment, I recommend you use the Pisa hospital as your primary

point of treatment. The hospital and ER information is listed below. It is possible to provide real-time authorization for an ER visit using International-SOS (ISOS). It is absolutely possible for you can receive an authorization for a visit prior to reaching the treatment facility.

For all instances requiring overnight care, it will be helpful to provide your contact information to your Italian supervisor and also contact the NATO brigade team for situational awareness. The NATO brigade requires notification for the following conditions: serious injury, hospitalization, or a fatality.

c. IN-PROCESSING

Your primary mechanism for in-processing will be the USANATO Brigade. Most of the in-processing actions will be done virtually. You are prohibited from conducting TDY for in-processing without the explicit approval of the USANATO Brigade. Your orders may specific that you are approved to visit Germany; however, the regulations have recently been modified and this is no longer feasible. For information on in-processing action contact the USANATO Brigade G5 at usarmy.sembach.hq-usanato-bde.list.mpep-sons@army.mil.

Send your travel plans to G5 IOD USANATO Brigade POCs. You will report directly to your Partner Nation duty station. Once you arrive at your Partner Nation unit, you will contact the G5 IOD USANATO Brigade. We will send a memo to your resourcing unit asking them to arrive you in the system. We do not have access to arrive you.

d. FINANCE

Travel reimbursement takes longer than usual for MPEP and SONs. In some cases it can take from 60 to 90 days. Make sure your GTCC is put in VIP status by your current S8 and that your limit is increased to at least \$10,000. Ensure to stop your BAH/OHA before departing your current unit to avoid incurring a debt for overpayment. Three (3) months advanced pay is highly recommended, to be paid by the losing finance office IAW DOD Pay Manual, Table 4-1-1, Rule 7.

Italian Travel

e. MEDICAL/DENTAL

You are required to complete all PHA and dental requirements 30 days prior to arriving to the unit.

During your MPEP/SON tour, dental care will be obtained at the local economy through. Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia.

For Medical care you will enroll in TRICARE Overseas Program Prime Remote which provides health care through International SOS.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Phone number: +44-20-8762-8384

Soldiers and family members will be referred to local health care providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, it will not be guaranteed that you will be speaking to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

When required PHA can be accomplished online and over the phone using the VIPRR clinic. Once you call ISOS and discuss the available options for care or by directly requesting VH thru ISOS, care can be arranged. For more information contact Virtual Health Care Coordinators (+49 (0)6371-9464-4600) for assistance.

In certain instances when specialty care is not found in the local community, ISOS will refer Soldiers and Family Members to the most appropriate Military Treatment Facility where the needed specialty care can best be provided; which, may be Landstuhl Military Medical Center but not in all cases.

f. EFMP

Health care for exceptional family members is difficult to obtain, and potentially unavailable or substandard. EFMP issues can result in the service member being required to perform an unaccompanied tour and/or termination of the assignment.

g. SCHOOLS

There is one DoD School in local community, the Livorno Elementary/Middle School. They currently accept students from grade levels K-8. To manage expectations, in some cases there are only six to eight students in a specific grade level, and as a result, Camp Darby will combine two grade levels under a single teacher for instruction. For additional information, the school's official website is listed below.⁹

"Livorno Elementary/Middle School is located on Camp Darby, halfway between Livorno and Pisa, Italy. We are a satellite installation of USAG Italy - Camp Ederle in Vicenza. Livorno EMS serves military-connected students from kindergarten through 8th grade. We are a small school with a family feel that gives individualized attention to our students and families. Our multi-grade classes have fewer students than most schools, usually no more than 15."¹⁰

<https://www.dodea.edu/livornoems/about.cfm>

If service member has school-aged children, he/she must inform the USAREUR MPEP Coordinator in order to receive guidance concerning dependent schooling options and registration instructions. Prior to arrival, service members with dependent school-aged children must register with DoDEA@NDSP.Admin.Europe@hq.dodea.edu and obtain pre-

⁹ Of note, most MPEP positions do not provide access or placement to locations where spouses can gain employment. This is the result of preexisting bi-lateral agreements between the United States and Italian Governments. However, DODEA is an approved avenue for spouses to seek employment.

¹⁰ <https://www.dodea.edu/LivornoEMS/about.cfm>

authorization before seeking schools for their children. Service members will be financially liable for any school fees, tuitions, and other costs not authorized by DoDEA.or call CIV 571-372-5863/1897 DSN 312-372-5863/1897.

h. HOUSING

You will need to meet with the housing office to determine eligibility based on rank, housing availability, and dependents. There are two types of housing options:

- **Government Leased Housing** (No OHA): These are private homes within the local community that meet particular standards and which are leased to the Army. You do not pay any rent or utilities because the government covers these costs for you. As such, you will not receive any *Overseas Housing Allowance (OHA)*.
- **Private Housing**: These are private homes vetted by Housing or found by a realtor. You are responsible for rent & utilities.
 - If government-leased housing isn't available, housing will brief you on the private rental process.
 - Search for private homes with **HOMES** which is vetted by Housing or Private realtor (fee of 1 month's rent + 22% tax is at your expense).

Service members will only be paid Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) based on the duty location with locality code specified in this order. Duty locations not listed will be paid at the "Other Rate" locality code specified in the Defense Travel Management Office (DTMO). For more information regarding entitlements, visit: <http://www.defensetravel.dod.mil/index.cfm>.

i. PASSPORTS/VISA

Family members traveling overseas are required to have passports. "No-fee passports" can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders.

You must obtain a No-fee official (red) passport. Your dependents require a "No-Fee" (blue) passport. VISAs are not required for entry into Germany.

1. No-fee official (red) passport. Application for "No-fee" Passport, DD Form 1056, will include the following information for official passport: BLOCK 11: United Kingdom; BLOCK 12, MPEP participant; BLOCK 17: Traveler is a MPEP in PCS status and the traveler will visit: Afghanistan, Brunei, Cyprus, Egypt, Iraq, Malawi, Malaysia, Morocco and Kenya during their tour of duty. Traveler requires a no-fee (red) passport.

2. Dependents "No-Fee" (blue) passport. The application will include the following information: BLOCK 11: United Kingdom; BLOCK 12: MPEP participant; Block 17; Visa not required.

3. It is the Service member's responsibility to process the passport at his/her current duty station prior to PCS. DO NOT PCS to the United Kingdom without a US no-fee

passport. Service members will comply with requirements for the country as set forth in the DoD Foreign Clearance Guide (FCG). AR 1-40 and 630-5 implement the FCG and furnish supplemental U.S. Army requirements. Check the passport and visa website to obtain updated information for passport and/or visa requirements:
www.fcg.pentagon.mil/fcg.cfm.

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you apply for the tourist passport while you're still residing in the United States. You can find more information on tourist passports from your local personnel services detachment, passport office nearest you, or from the U.S. State Departments official website at <http://travel.state.gov>.

j. POSTAL SERVICES

Camp Darby provides APO services and operates through CMR 426. Upon arrival, you will be able to apply for your own APO mailbox. The APO is operated by the Air Force and is regularly open five days a week from 9 am to 3 pm.¹¹

Contact Information:

Building 771

Phone: DSN – (314) 633-7035/8017

Phone: CIV – (+39) 050-54-7035/8017

k. BANKING

Camp Darby has a US Community Bank present where you can open a checking account. This account will give you access to a German International Bank Account Number (IBAN). This will be critical for setting up utility payments, cellular accounts, TV providers, other utilities that require an IBAN number for payment. The local currency is the Euro. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD). Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversions rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale. It will be important to know your bank's International Bank Account Number (IBAN) or SWIFT number, as this information will almost always be needed when paying bills, tickets or contract services online.

I. VEHICLE REGISTRATION

Vehicle Registration is located in building 113 at Camp Darby. You'll need to register all vehicles annually. For your primary vehicle, the Italian road tax is waived and you will be authorized tax-free fuel coupons. (You'll pay annual registration and Italian road tax-100€-500€ based on engine & age- for any additional POVs). Annual registration is also required to

¹¹ <https://home.army.mil/italy/index.php/my-garrison-Italy/pcsguidevic/leaving-vicenza/postal-service-centers>

receive a new fuel card each year to purchase fuel and oil coupons for your primary vehicle. FYI, you'll need a POA to register a vehicle on your Soldier's behalf.

To register your vehicle, you must have:

1. **Original Title and/or registration Doc**
2. **Proof of Insurance (required by Italian Law)**
3. **AFI Driver License (SETAF License)**
4. **Proof of eligibility**
5. **Military/Civilian ID Card**
6. **\$10 Registration fee**
7. **Additional money for road taxes if you are registering a second vehicle (cost depends on engine size)**
8. **Power of Attorney for Sponsor (If not accompanied by Sponsor)**

Vehicle Registration Process:

1. **VPC Email:** Once you're notified by email that your vehicle has arrived, visit Vehicle Registration. Bring: ID, SETAF & U.S. license, title/registration, shipping documents, orders, \$10.00, & POA.
2. **Get License Plate Number:** To get insurance, you need a license plate number. Registration will ask what size plate you need. Don't guess! Go to VPC Inspection to ask staff the correct size for your POV.

NOTE: There are 2 plate sizes: square or rectangular (European size). Your U.S. POV may need square. To blend in, ask if rectangular is at all possible.

3. **Request Insurance Card:** Call your insurer with your new plate number to set up insurance. USAA will email you proof of insurance. You must PRINT this email.
4. **Pick Up Registration & Plates:** Visit Registration Office with insurance paperwork and all other documents. Pay fees \$10.00 in cash or card. You'll receive plates and registration. Keep registration in the vehicle at all times.
5. **VPC Inspection:** After getting plates, visit the VPC Inspection to complete vehicle damage inspection.
 - The inspector must give you the inspection sheet (back side of original pre-departure inspection form you completed) to note new vehicle damages. **Do not let the inspector persuade you to only note damages that they agree with.** There is a specific section for YOU to note damages and a separate section for THEM to indicate what they agree to cover. Disagreements can be handled later with JAG.

- DO NOT LEAVE VPC before completing your inspection & listing all damage! VPC inspectors might recommend you wash your car first to see damage more easily. DO NOT DO THIS.
6. **License Plate Installation:** You must mount license plates on POV prior to safety inspection.
 - If no drilling is required, ask if VPC Inspection Warehouse can install plates after inspection.
 - Bring tools to the VPC to install plates yourself.
 7. **Vehicle Safety Inspection:** Bring registration paperwork, orders, ID, insurance, POA and required orange vest, warning triangle, and first aid kit.
 8. **Vehicle Registration & Fuel Coupon Card:** Return to the Registration Office, submit safety inspection form and get your fuel card to take to the PX.¹²

m. DRIVER'S LICENSE / VEHICLE PROCESSING CENTER (VPC) OPS

To drive in Italy, newcomers must first do the following:

- Attend driver's orientation class at the Central Processing Facility
- Pass the test SETAF license (this will consist of info and commonly used Italian Road signage)
- Secure insurance
- Register Vehicle (link to Registration Form [HERE](#))
- Pass vehicle inspection

Note: Soldiers and dependents must have a SETAF license to register and drive a SETAF registered vehicle in Italy. To drive a motorcycle overseas, Soldiers need an MFC Certificate and motorcycle endorsement on their U.S. license while dependents only need the endorsement.

Be aware also that the SETAF license is valid ONLY in NATO countries (this does not include Switzerland, Slovenia, Croatia, Austria). U.S. drivers in Italy are strongly encouraged to get an international driving permit (IDPs). IDPs are honored in more than 150 countries outside the U.S.

In order to operate your vehicle legally outside of NATO counties, you will need to apply for, and purchase an international driver's license. Many U.S. personnel accomplish this through AAA.

n. TRANSPORTATION

Once your housing contract is complete you can track your move at: <http://www.move.mil/>

¹² <https://home.army.mil/italy/index.php/my-garrison-Italy/pcsguidedarby/arriving-camp-darby/vehicle-registration>

website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location should not include Personally Owned Firearms (POF).

o. IT SUPPORT

Government Computers are not always available and are not normally required to conduct day-to-day work activities. The Partner nation that you are assigned will issue you a work Computer. The USANATO Brigade G5 in coordination with the G6 will process NIPR account requests and issue (as availability allows) NIPR computers. In some cases, you may get a special CAC reader that allows you to use your personal tablet or phone to read encrypted emails. VPN access can also be requested if needed.

p. REASSIGNMENTS

MPEP/SON program funding only DIRECTLY supports requirements to enable the exchange program. This is a centralized Army funding for program management of worldwide exchanges and Schools of Other Nations program. In general – mandatory admin requirements, medical TDY, program management, MPEP conference, etc.

What is not funded by HQDA is the following (exceptions may apply on case-by-case basis):

TDY trips for conference, training, exercises, site visits, and other travel conducted for the benefit of the partner nation is not funded by the MPEP program and should be covered by the partner nation.

DA PHOTOS:

MILPER MSG 20-209 announces the elimination of Department of Army (DA) Photos, and race, ethnicity and gender identification data for officer, warrant officer, and enlisted DA Centralized Selection Boards and DA 640-30 states: Soldiers assigned to areas where photographic facilities are not available or conditions prevent them from being photographed are temporarily exempt from the requirements of this paragraph. These Soldiers will be photographed within 90 days after reassignment to an area where photographic facilities are available.

MITIGATION STRATEGY: During U'Rs next MPEP conference schedule your DA Photo in advance; take advantage of TDY and Leave periods near a DA Photo Lab.

MEDICAL READINESS - AR-40-502 Ch 4-17 b.

b. Soldiers in isolated areas. The commander concerned for those Soldiers stationed in isolated areas may delay PHAs; for example, Army attachés, military missions, and military assistance advisory groups, where medical facilities are not available.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction Conferences, with leave, temporary duty, or when the individual concerned is assigned or attached to a military installation with a medical facility. Medical examination of such individuals for retirement purposes may not be delayed AND medical TDY is allow.

WEAPONS EXEMPTION - AR 350-1 para F-7 (7) (d):

Exemptions from weapons qualifications are as follows: Individuals in duty positions not assigned individual weapons.

MITIGATION STRATEGY: None needed.

SENIOR RATER VISITS: This will not justify TDY funding.

MITIGATION STRATEGY: During the upcoming Conferences you will be able to meet your Senior Rater depending on their availability. In the meantime, the use of 365 TEAMS is encouraged where possible.

q. SECURITY CLEARANCE

The NATO Secret, SF86 renewals, and other clearances are process by USANATO Bde G2. If fingerprints are required, you can accomplish this task through the MP Station located on Camp Darby.

r. LEAVE REQUESTS

You will need the certificates below IOT request leave. Recommend you complete these training before departing current PDS. You may not have the connectivity needed once you arrive to new PDS.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

Information about STEP:

Even if SMs are going back to CONUS, they must enroll in STEP for the country that they are assigned to. This allows for them to receive current events/updates (i.e. Do Not travel update / COVID information / demonstration / places to avoid, etc.) from the US embassy of that particular country while they are in the USA.

<https://step.state.gov/STEP/Index.aspx>

Information about SERE:

Got to course catalog: Course Number: A-US1329 SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

s. UNIT INSIGNIA

You will wear the patch of the Commando Brigata Paracadutisti Folgore. LTC Francesco Errico will have a special “patching” ceremony for you, along with the current Folgore Commander, immediately following your arrival. I also recommend you wear the Italian rank (grade) on your uniform because it easily helps your Italian counterparts understand your US rank structure better, and it shows you are a member of the Italian team.

t. RATING SCHEME

This position is currently rated by the SETAF-AF Commander. However, I recommend that you contact the MPEP Program Manager in USAREUR-AF G5. They manage the Rating Scheme. The PM is Mr. Lee S. Fennema and his emails address is

lee.s.fennema.civ@army.mil

u. JOINT EXPERIENCE CREDIT

To self-nominate for a joint experience, submit your request through the MilConnect website at the following link: <https://milconnect.dmdc.osd.mil/milconnect/> Once you are fully logged in, you will click on the "Correspondence/Documentation" tab and then on the JQS (Joint Qualification System) link from the drop-down menu. After you submit your joint experience summary, you must go back in and attach the required supporting documents. All experiences require supporting documentation. We will not action your request until we receive the required documents. Be sure to put a valid email address that you check REGULARLY after submitting an experience. HRC will send you an email with the status of your packet and if it is missing any documentation. There is a limited amount of time for you to submit corrections, so do not delay and get your information together to give you the best chance for an approved experience.

When should I self-nominate for my joint experience credit? Is there a deadline? An officer performing a joint experience in a non-JDAL assignment must submit their joint experience via the self-nomination web site within 12 months (365 days) of completing that joint experience. Submissions received after this deadline are not eligible for consideration by the joint panel. You must be complete with your joint experience before submitting a request. Submissions while still serving in the experience are not authorized. Don't worry about adding JDAL billets.

v. CIVILIAN CLOTHING ALLOWANCE & REQUIRED MILITARY UNIFORMS:

IAW AR 700-84, Service members not directed to dress in civilian clothing more than half the time when performing duty are NOT eligible for civilian clothing allowance. Service member is to bring a set of Army Service Uniform (ASU), Army Combat Uniform (ACU), Mess Dress, and Army Physical Fitness Uniform(s) (APFU).

w. UCMJ

UCMJ authority falls under USANATO Brigade; however, depending on your specific infraction, your violation may fall under the purview of the SETAF-AF Commander (2 Star billet located on Del Din). The SETAF-AF Commander will also serve as your senior rater.

x. ADDITIONAL INFORMATION TO SET CONDITIONS FOR YOUR ARRIVAL

Recommend you complete the Anti-Terrorism Level 1, Cyber Awareness, CTIP, SERE, and your annual/bi-annual Government Travel Card training prior to departing from your current duty station. The USANATO Brigade team requires these certificates, and there can often be limited connectivity to .mil sites.

Recommend you conduct the ACFT before departing your previous duty station. If this is not tactically feasible, you can easily conduct a test with the Camp Darby Military Police Section (Company Command Post Located in the Central Administrative Building) or with the 173rd HHC BDE team. ACFT's are also provided in Sembach, Germany once a year; however, you may not always be able to attend ACFT events due to competing priorities.

Finally, recommend you conduct a DA Photo uploaded on DAPMIS prior to departing losing command. There is as a small studio located on Camp Darby; however, completing this task will be one less thing to organize after your arrival.