

IT-05
VITERBO, ITALY
ITALIAN ARMY NCO ACADEMY
(Last Updated Dec 2023)

Support Organization
HHC BDE, AFNORTH BN, USANATO 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	

Routine Admin Support

All admin support such as actions, awards, DD Forms 93, SGLV, leave and passes, SRB updates, rating scheme, MEDPROS updates, FVAP, and all other routing HR related actions are handled by the USANATO Brigade IOD section. IOD supports the MPEP and SON missions by ensuring individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support. They receive direct guidance from company and Brigade leadership. IOD personnel will coordinate with the local Admin Agent and the supporting Company and BN headquarters for all Army support requirements.

USAREUR-AF IOD MPEP Program Manager Pre-approves TDY travel, accepts nominations for replacements, establishes and deletes positions, establishes agreements with partner nations, and makes decisions on extensions and curtailments of tours.

In-processing

USANATO Brigade IOD section will issue you an in or out-processing checklist. Please follow each of the steps in the checklist and work closely with the IOD NCO in submitting required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain). Other in/out processing actions are: establishing a DTS profile, transferring your GTCC to our organization, gathering certificates necessary for requesting leave, etc... When possible, the IOD NCO will arrange a teleconference with the finance office to address vouchers, TLA and other finance related in/out process actions. You will also conduct inprocessing with the US Embassy in Rome. The Office of Defense Cooperation (ODC) will help you with this.

Resources

Garrison Support –

The closest U.S. support is the U.S. Embassy in Rome. The Embassy houses a small NEX/Commissary, provides FPO mail access, and a small medical unit. The closest U.S. military installation is Naval Support Activity Naples (NSA Naples). NSA Naples currently provides lodging, transportation, and Motor Vehicle Registration support. The closest U.S. Army unit is the AFSOUTH BN, NATO BDE, in Lago di Patria, Naples. The closest U.S. Army installation is SETAF-AF in Vicenza.

Medical/Dental

You are required to complete all PHA and dental requirements prior to arriving to the unit. Requirements include annual PHA, dental exam, immunizations, HIV, etc.

Dental care for the Soldiers must be done on the local economy through TRICARE International SOS (ISOS). Family members will receive dental care through enrollment in the TRICARE Overseas Dental Program managed by United Concordia. Of note, many local dentists refuse to accept TRICARE/United Concordia dental given recent payment issues. You can coordinate with the U.S. Embassy Rome Health Unit to try to find dentists or, a more easy option, make appointments at NSA Naples or Vicenza.

TRICARE Overseas Program Prime Remote provides health care through International SOS to Active duty Service Members (ADSMs) and command sponsored Family members residing with them in designated overseas locations.

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

Phone number: +44-20-8762-8384

Family members will need to be enrolled in TRICARE Overseas Program Prime Remote. It is best to contact the TRICARE Service Center at ++44-20-8762-8384 to enroll by phone.

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 location where the specialty care can best be provided, which may be Landstuhl Military Medical Center but not in all cases.

Mess Dress

AR 614-10 United States MPEP NCOs will be issued (without charge) dress blue and blue mess dress uniforms with accessories according to CTA 50-900 (**paid for by the losing command**).

Schools

There are no DoD Schools in the local community, however you are authorized to enroll in the Non-DoD Schools Program (NDSP). The NDSP provides direct funding for your children to attend local international schools. If you choose to live in Viterbo, there is one international school that currently services children to grade 6 (St. Thomas' International School) and there are multiple options for children to attend local Italian schools. If you choose to live in Rome there are several excellent international schools for children of all grade levels. The two most utilized by U.S. Embassy personnel are the American Overseas School of Rome and the Marymount School. Again, the DoDEA covers the full cost of these private schools.

SM's ARE REQUIRED TO REGISTER SCHOOL AGED DEPENDENTS WITH THE NON DOD SCHOOLS PROGRAM, NDSP. ACCESS THE STUDENT ONLINE REGISTRATION (SOR) AT THIS

LINK: [HTTPS://WWW.DODEA.EDU/NONDOD/PROCEDURES/INDEX.CFM](https://www.dodea.edu/nonDOD/PROCEDURES/INDEX.CFM)
FOR ASSISTANCE WITH REGISTRATION, EMAIL NDSP.MANAGEMENT@HQ.DODEA.EDU OR
CALL CIV 571-372-5863/1897 DSN 312-372-5863/1897.

Please visit <https://www.dodea.edu/nonDoD/> for more information.

Housing

There is no Government Quarters/Housing available, and European housing may be smaller than what you have become accustomed to in the states. Many homes have little to no storage, and some come partially furnished, so consider storing most of your things in Non-Temporary Storage. Families reside in private housing and receive a monthly Overseas Housing Allowance (OHA). Unlike the Basic Allowance for Housing (BAH), the OHA is not a set payment and only covers the cost of rent up to the authorized maximum. It does not pay out the maximum allowance ever month. As such Service Members may not secure cheaper housing and pocket the difference and it is recommended that you work with an Embassy recommended realtor and look for the nicest housing that you can find that remains within the OHA. We are working to add this position to the U.S. Embassy Housing Pool. When complete, the Embassy will take care of securing housing for you in Rome. Currently, the Housing office in NSA Naples provides lodging assistance (lease, transportation, furnishings/appliances). However, the U.S. Embassy RSO covers the safety and security inspections. This can make things more difficult as you identify potential housing options, but have to wait for the inspections, and potential associated repairs, before NSA Naples housing can negotiate the lease agreement. Additionally, some property owners may not want to make any required security or safety upgrades, despite the fact that they do not have to pay for them. The NSA Naples housing manager is Mr. Luca Viglietti, information below:

Luca Viglietti

Gaeta & Rome Housing Division Supervisor

U.S. Naval Support Activity Naples

PSC 808 BOX 7

FPO, AE. 09618-0007

E-mail: luca.viglietti.it@eu.navy.mil - Cell. (+39) 366 680 0263

You will find housing without closets, yet the overall living quarters are comfortable and accommodating. Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome these cultural differences. Many electrical appliances you currently own cannot be used on the European 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Check the specifications on each individual device before you plug it in to anything! Additionally, other 120v appliances will require a step-down transformer, which you can purchase after you arrive or sign for from NSA Naples through transportation/housing. It will be possible to order transformers via amazon and have them delivered to your new FPO. Please see the mail information regarding timeliness and size restrictions. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers.

Passports/Visa/Italian Documents

Service Members, family members, and US Government civilians traveling overseas are required to have official or no-fee passports. These passports can be obtained at Government expense and area for official purposes only. You may NOT travel in for personal reasons on these passports. 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 will also need Visas, which are processed through the Passport Office and Italian Embassy/Consulate. This process can take up to a month and applies to your official and/or family no-fee passports. Upon arrival to Italy, you and your family will need to obtain "codice fiscale" (financial number) in order to open bank accounts, get cell phones, etc.

Additionally, your family must obtain a “soggiorno” (residence permit) to live in Italy. The U.S. Embassy team in Rome will assist you with both and any associated appointments. The soggiorno is an annual requirement.

Tourist passports are needed for any personal travel in Europe. You may apply for tourist passports on arrival, but 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>.

Mail

You are authorized a mailbox in the U.S. Embassy Rome Fleet Post Office (FPO). This operates like any APO/FPO mailbox and is subject to the same restrictions. You can access your FPO mailbox anytime during normal Embassy operating hours however the FPO mailroom is only open for package pickup on Tuesdays, or by pre-coordination.

Banking

You require an International Bank Account to pay for rent and utilities, and it is highly recommended to use a connected debit card for things like groceries. You can easily open an account at the Banco Nazionale da Lavoro (BNL) at the U.S. Embassy in Rome and/or open a DoD Community Bank Account at Naval Support Activity Naples. Both have advantages and disadvantages, however, both utilize International Bank Account Numbers (IBAN) which you must have for your housing and if you hope to pay any bills electronically. DoD Community Bank is much easier for direct money transfers from your U.S. accounts to any international account, and also tends to be faster than BNL at pretty much everything. The BNL account is good for local purchases and transfers. We opted to do both and use them for specific purposes. We use DoD Community Bank to pay rent, school events, and to transfer money to BNL, and we use BNL for our cell phone plans, internet, groceries, and random or unexpected transfers within Italy.

Vehicles

You must acquire an Armed Forces Italy (AFI) driver's license to operate a POV. Additionally, an international driver's license, AAA for example, is strongly recommended (if not required) if you plan to drive anywhere else in Europe. Currently all Motor Vehicle Registration Office (MVRO) support comes from NSA Naples. This means driver's licensing (exam and issue), vehicle safety inspection, vehicle registration and fees, license plate issue, TELEPASS, and fuel card support. Before you can register your vehicle you will need your AFI license, a safety inspection from the auto service center, and proof of European insurance. You can register (1) vehicle for “free” any additional vehicles incur a road tax, which must be paid in cash at the MVRO. If you plan to ride a motorcycle or “motorino” (think Vespa scooter) you need to provide proof of a current Motorcycle Safety Course completion, in line with U.S. Army motorcycle policies.

After you register your vehicle, you can get a TELEPASS (Italian EZ-PASS) for a deposit, and a fuel card. The fuel card has a ration of 300L per month, so keep track of your fuel. If you go over it can be very costly. Additionally, you can use the fuel card on any vehicles that you have SO LONG AS they use the same fuel. For example, if all of your vehicles are regular gas you are good to go, but if one is gas and one is diesel you can only use the card for the fuel you identify when you sign for the card.

Transportation

The NSA Naples Transportation Office provides your incoming and outgoing support. They are the coordinating office for any Household Goods, furnishing/appliance lending, and (I believe) vehicle

shipments. They can't schedule to deliver any goods until you have housing contract/lease. Use the <http://www.move.mil/> website to track your shipment. Do NOT ship, carry, or smuggle any Personally Owned Firearms. They are prohibited and there is no arms room or other location to store them.

IT Support

This service is provided by the USANATO Brigade IOD in coordination with the G6. The IOD office will process NIPR account requests and issue (as availability allows NIPR computers. VPN access can also be requested if needed.

REASSIGNMENTS

USANATO Brigade will contact you 180 days from your departure date to provide you with guidance. They will put in contact with the MPD that representative that will issue your orders. You will have to draft your own award and provide the draft to your Senior Rater. Senior Raters do not know what your activities are and will need your input to submit the award.

TDY

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 the 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 a 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 unavailable.

MITIGATION STRATEGY: Delayed PHAs will be accomplished at the earliest opportunity in conjunction with 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 allowed.

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.

LEGAL

USANATO BDE can provide military legal support and provide POAs via TEAMS

Clearance

The NATO Secret, SF86 renewals, and other clearances are process by USANATO Bde G2. If fingerprints are required and embassy does not provide this service, the Service member may have to travel on TDY.

Hand Receipts

Hand receipts for equipment will be controlled by the USANATO Brigade IOD office.

Leave Requests:

The documentation below will be required only during the first submission of a DA Form 31. HHC Commander will keep these on file for all subsequent leave requests.

AT level Certificate

SERE Certificate

STEP (proof of enrollment)

APACS (proof of approval)

MEDPROS: If a Medical Readiness deficiency is identified, SM member is required to make every attempt to correct it. If this is not possible at current station using VIPRR/VH process, SM should make an attempt to address medical readiness deficiencies if the leave location is near an MTF.

Information about the State Department's Smart Traveler Enrollment Plan (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. You must add any official or personal travel outside of Italy to your STEP account.

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

Information about Aircraft and Personnel Automated Clearance System (APACS):

You must obtain travel clearance/approval for any official or personal travel outside of Italy. Go to the following site to register for an account, and to create authorizations.

<https://apacs.milcloud.mil/apacs/login.jsp>

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>

UCMJ

Do you know who is your UCMJ authority?

Great Question! I'm assuming that UCMJ authority resides with the CDR, USANATO BDE. However because our NCOERs go through SETAF-AF, with the CG as SR Rater, it is more likely that he retains UCMJ authority. OR, if you get yourself into a pickle you could get hit from either side!!!!

Required Documents to Bring with you

- PCS orders.
- Medical, dental, and Immunization Records.
- Marriage Certificates, Divorce Decrees, and Birth Certificates
- Passports (Soldier and family members).
- Social Security Cards.
- Wills and Powers of attorney.
- Education Records.
- Car titles and shipping papers, car registrations, car insurance policies and driver's license.
- Household goods and shipping inventory.
- Employment records and references.
- Pet records.
- Proof of citizenship, if a naturalized citizen.

Partner Nation Unit POC and Address:

LGT (Luogotenente) Giampiero Monti

+39 388 787 3305

Scuola Sottufficiali dell'Esercito

Cassia, Str. C, SP Cassia Cimina, 4, 01100 Viterbo VT, Italy

Things I wish I knew before arriving:

- You need to bring a minimum of \$25,000 in available funds. This is to cover the various expenses you may encounter when you arrive. This includes paying down your Gov't Travel Card while you wait for TLA vouchers to process, realtor fees, security and/or safety upgrades. You will receive reimbursement when you submit TLA and MIHA vouchers, however this process could take 10-12 months.
- I wish I had arranged an office call (virtual if required) with the NCOLCoE/USASMA Commandant to discuss his thoughts on the position and program.
- Similarly, I wish I had built a relationship earlier with the Italian MPEP to the USASMA. This is a very important relationship and something that will benefit you both. Fortunately, I got to know him within the first few months of being here, but it would have been helpful from the start.
- Consider porting your U.S. cell number to Google Talk. This costs about \$20, but it let you keep your US number, and still receive texts and calls when connected to data. When you return CONUS your carrier (Verizon, T-Mobile, etc) can then take the number back. Having your old number can be important for 2-step verification at times. We ported our numbers after we arrived and obtained new cell carriers, but it was a bit of a pain as we had to run through Virtual Private Network (we use Nord VPN) to "trick" google into thinking that we were still in the states. Also, when you port your number, Google will automatically cancel your old plan, so make sure that you have some connectivity before you do this!
- Download "WhatsApp" before arriving. This is the main source of comms locally. Also consider "Uber" and "itTaxi" when you arrive. Sometimes it's just easier to catch a cab.
- Some over-the-counter meds are difficult to get in Europe. Consider putting together a small kit before you leave and sending it with your household goods. Most are available at the Embassy or NEX if you prefer to wait and pick them up (or resupply) after you arrive.
- Mess Dress AR 614-10 United States MPEP NCOs will be issued (without charge) dress blue and blue mess dress uniforms with accessories according to CTA 50-900 (**paid for by the losing command**).