



# **AGENDA**



- ***Sponsorship***
- ***CPF***
- ***Personnel***
- ***Voting Assistance***
- ***Retention***
- ***Finance***
- ***Housing***
- ***Transportation***

- ***Vehicle Registration***
- ***Postal Service Center***
- ***School Liaison***
- ***Health Clinic***
- ***Dental Clinic***
- ***Vet Clinic***
- ***ACS***

# ***THE TOTAL ARMY SPONSORSHIP PROGRAM (TASP)***

- TASP provides a **Sponsor** to Soldiers prior to their arrival at their **New Duty Station**.
- The program applies to all Soldiers (PV1 through COL) undergoing a PCS move
- Departing Soldiers must complete **DA FORM 5434 (Sponsorship Program Counseling and Information Sheet)**. They must then submit completed form to the Installation **TASP** Office located in the ACS Bldg 108, RM 101.
- The TASP will then forward completed **DA FORM 5434** to the *Gaining Command to request a Sponsor*.
- ***Soldiers must fill out the form even if they DO NOT want a Sponsor!***

➤ Sponsors will respond to correspondence within 10 working days of receipt.

*Click or copy/paste the link below in to your internet web browser in order to obtain a copy of the DA FORM 5434.*

<http://armypubs.army.mil/eforms/pdf/A5434.PDF>

***IT IS A MANDATORY PART OF THE  
INSTALLATION CLEARANCE!!!!***

**TASP**

**DSN 634-8526**

**CIV 0444-71-8526**



Central Processing Facility(CPF)



# **OUT-PROCESSING**

**634-8706**

***Vicenza Central Processing Facility***



# Central Processing Facility(CPF) Out-Processing



- ❖ You must be in proper military uniform to receive your Clearance Papers and to Final Out-Process with the CPF.
- ❖ You DO NOT need Orders to schedule **Housing** pre-inspection. Contact them as soon as you receive **Assignment Instructions!**
- ❖ Soldiers should immediately schedule out-processing appointments for Transportation (HHGs), Housing, and Vehicle Registration office. Also make Flight and Hotel reservations as soon as you receive your orders. These agencies require orders but **do not** require clearance papers to make out-processing appointments.
- ❖ Soldiers are highly encouraged to report to the CPF as soon as they receive orders to be entered in the UCASWEB system and placed in pre-clearance status.





# Central Processing Facility(CPF) Out-Processing



## ❖ REMEMBER:

- to close all your contracts with **Phone/Internet/Cable**, such as TELECOM, INFOSTRADA, ALICE, SKY etc...(see the **Phone Shop** located in the PX).
- Clear **AAFES** (if you have anything pending with the *Facilities*, or if you are enrolled in the *School Lunch Program*, or have a *Star Card*).
- **DO NOT LEAVE BEHIND UNFINISHED BUSINESS!**
- **CIF** equipment can only be turned in via *CPF* appointment. Current turn-in days are **MON thru WED**.



# Central Processing Facility(CPF) Out-Processing



- ❖ Clearance Papers – Requirements: **(must be in DUTY UNIFORM)**
  - ✓ Cannot be issued earlier than **12 duty days** prior departure date.
  - ✓ Must bring a copy of **Flight itinerary**, approved **Leave Form** (if traveling by POV), a copy of the **NCOER/OER**, a copy of the PCS/ETS **Award** or memo signed by the Bn Cdr or CSM as to why there is not one to the CPF.

**SOLDIERS ARE NOT AUTHORIZED UNDER ANY CIRCUMSTANCES TO SIGN FOR ANY AGENCY ON CLEARING PAPERS!**







# Central Processing Facility(CPF) Out-Processing



- ❖ Final-out Requirements: **(must be in DUTY UNIFORM)**
  - ✓ **2 duty days** prior to your departure you must report back to the *CPF* with your completed clearance checklist: your checklist must have all required Signatures and Stamps. Unit must ensure that all pertinent blocks are completed.
  - ✓ Bring a **copy of orders** for us to stamp: the Contracted Travel Agency on post - **SATO Travel** - will not issue tickets without the **RED STAMP** from *CPF, Out-processing section*.  
Ensure to complete your final-out in time to pick up your tickets before you are scheduled to fly:  
SATO Travel Agency hours of operation: **Mon-Fri 08:00 – 18:00** (Closed SAT-SUN and on ITALIAN HOLIDAYS).







# Central Processing Facility(CPF) Out-Processing



**BLDG. 393**

**09:00 - 16:30 Mon-Fri**

**Closed for lunch: 12:00 – 13:00**

**\*Closed on American Federal Holidays\***

**DSN: 634-8424**



# REASSIGNMENT LEVY BRIEF



Military Personnel Services USAG Vicenza

Caserma Ederle, Bldg 28

DSN: 634-6299/7370/7973

Email: [usarmy.vicenza.imcom-  
europe.list.mpd@mail.mil](mailto:usarmy.vicenza.imcom-europe.list.mpd@mail.mil)



# Agenda



- **Assignment Eligibility**
  - **Deletion and Deferment**
  - **Airborne Assignment**
  - **TDY en-route move options**
  - **Availability Date**
  - **Billing travel options – CBA/IBA**
  - **DA Form 31/ Leave Form**
  - **Verifying the Assignment Packet**
  - **Questions/Answers**



# Assignment Eligibility



## Permanent Change of Station (PCS) when PCSing back to the States.

- Have at least 13 months of service remaining (based on the DEROS date)
- Not Flagged except for APFT failure
- Satisfy all the preconditions specified in the Assignment Instructions
  - ✓ All first term Soldiers who are on assignment and are not planning on reenlisting need to sign a first term statement indicating they will not extend or reenlist
  - ✓ Career Soldier who must reenlist or extend to meet time remaining requirements must do so before the PCS orders are published



# Assignment Eligibility



## Consecutive Overseas Tour (COT) when serving another overseas tour.

- Complete their current prescribed tour and any other voluntary extensions
- Have enough service time remaining to complete the consecutive tour
- Agree to serve the second tour in full
- Submit DD Form 4787 to MPD if family travel is involved
- Complete the required EFMP screening if Service Members have dependents
  - ✓ Must be granted concurrent family travel prior to dependents traveling with you
  - ✓ Ensure that all dependents have passports and meet the host nation immigration requirements



# Deletion and Deferment of Assignment



Operational Deletion/Deferment is based on the needs of the losing Command.

Compassionate Deletion/Deferment is based on needs of the Soldier.

- Instead of operational deletion, consider Foreign Service Tour Extension (FSTE)
- Submit requests for deletion or deferment to DA within 30 days of coming on Assignment Instructions (AI)
- If a situation occurs after the 30 days, request should be submitted within 72 hours of the situation



# Airborne Assignment



- Per AR 614-200, Soldiers on assignment instructions to an airborne position or unit will be utilized for at least 3 years in an airborne position/unit unless physically disqualified, exempted by general Court-martial authority, separated, reassigned by HRC or accepted for another airborne, airborne ranger, special forces or other assignment which is considered by HRC to have higher priority.
- Before issuing assignment orders, the Soldier of the proposed assignment must initial eMilpo report AAA-234 and indicate acceptance or declination of airborne assignment.
- If Soldier declines airborne assignment, withdrawal of SQI (P) and deletion of assignment will be submitted **IAW MILPER MESSAGE 10-045 , Dated 17 Feb 10 and AR 614-200 dated 3 Sep 09**





# PCS With TDY En-route

## Movement Options for Family Members



### PCS'ing from Italy back to the States

#### OPTION 2

Take family members to the new duty station, get them settled, then proceed to TDY en-route

- Gaining CMD may authorize 10 days leave for house hunting
- Govt. transportation to and from TDY authorized

#### OPTION 4

Take family members to:

- a) TDY location at personal expense
- b) Some other location at personal expense
- c) A designated location at Govt. expense other than the new permanent station

Entitlements for dependents transportation will be based on the most direct route between the old and the new permanent stations



# PCS With TDY En-route

## Movement Options for Family Members



### PCS'ing and Reclassing

**(PCS is contingent upon successful completion of school)**

Only **OPTION 4** will be used

### PCS'ing from Italy Back to the States

Service member may take family members to:

- a) TDY location at personal expense or
- b) Some other location at personal expense or
- c) A designated location at Govt. expense other than the new P/Station

### PCS'ing from Italy to another overseas location

Service member may keep Family Members in Government controlled quarters at current duty station while TDY and return



# Availability Date



The Availability date is documented on the “Aval Date” line of the orders.

1. The availability date for an enlisted Soldier is three calendar days before his/her Date Eligible for Return from Overseas (DEROS).

*-Example: Soldier has DEROS of 15 May 2013. The Soldier's PCS orders will indicate an "Aval date" of 12 May 2013.*

2. The availability date for an Officer is not normally calculated in connection with the Officer's DEROS. An officer's "Aval date" is the first day of their leave date.

- **You CANNOT depart BEFORE your Avail Date.**
- **You may fly up to 6 days past your Avail Date.**
- **Anything beyond 6 days requires an amendment to your orders.**



# Availability Date



FOR ARMY USE:

Auth: EDAS CYCLE DTD 22 JAN 2013

MDC: 4CE4

Enlistment/REENLB Indic: N/A

PPD: N/A

PMOS/AOC: 91B2P5WYY

Projected specialty: N/A

SDN: SPE5893PA28306

FORMAT: 410

283-CM

FOR THE COMMANDER:

Pers con no: 9N-A282

Asgd to mgt designation: 91B2O00YY

Con specialty: N/A

CIC: 2F3SPE5893PA283 / 2P3SPE5893PA283

Pers scfy code: N/A

Aval date: 6 DEC 2013



WILLIE J. WILSON

Chief,

Military Personnel Services



# Billing options

## CBA - Centrally Billed Account

Soldier will purchase a travel ticket utilizing PCS orders. Local Commercial Travel Office (SATO) will do the purchase transaction using Soldier's PCS Orders.

## IBA - Individually Billed Account

Soldier will purchase a travel ticket at his/her own expense through Local Commercial Travel Office (SATO) and receive reimbursement (at Gov. rate) once travel is complete.

- ✓ **Submit travel voucher to finance for reimbursement and NLT 15 days upon arrival at new PDS**
- ✓ **Must purchase ticket from Govt. contracted agency (e.g. SATO) to receive reimbursement**
- ✓ **Reimbursement of excess baggage is authorized but will not exceed two (2) total checked bags per traveler.**



# DA Form 31



## DA Form 31 - Leave Form

- Avail Date (that will be indicated on your orders) is normally the leave beginning date
- **Permissive TDY** has to be put into your leave form. Block 17 on the DA 31 and break it down. From this date to this date will be PCS leave and from this date to this date will be Permissive TDY. TDY school periods must be indicated on leave form as well.
- Must be signed and approved by Unit Commander

PART I					
2. NAME (Last, First, Middle Initial) Doe, John E.		3. SSN 111-11-1111		4. RANK PVT	5. DATE 20100721
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) Leave Address		7. TYPE OF LEAVE <input checked="" type="checkbox"/> ORDINARY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> OTHER Leave Together with Permanent		8. ORGN, STATION, AND PHONE NO. Duty Station	
9. NUMBER DAYS LEAVE a. ACCRUED 35 b. REQUESTED 30 c. ADVANCED NA d. EXCESS NA				10. DATES a. FROM 20100801 b. TO 20100830	
11. SIGNATURE OF REQUESTOR		12. SUPERVISOR RECOMMENDATION/SIGNATURE APPROVAL DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY	
14. DEPARTURE a. DATE b. TIME c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY					
15. EXTENSION a. NUMBER DAYS b. DATE APPROVED c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY					
16. RETURN a. DATE b. TIME c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY					
17. REMARKS PCS Leave: 1 Aug 2010 - 20 Aug 2010 Permissive TDY: 21 Aug 2010 - 30 Aug 2010					
Chargeable leave is from to					
PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations of tickets for authorized space required transportation. File a no-pay travel voucher with a					





# Complete Levy Packet



- Form AAA 234 Individual Losing Assignment for **Enlisted** or Request for Orders RFO for **Officers**
- DD Form 93 Record of Emergency Data
- DA 5434 Sponsorship Program Counseling and Information Sheet
- Reassignment and Travel Election Worksheet
- Updated ERB or ORB (No more than a week old)
- Leave Form DA 31
- Proof of CMD SPON – previous order w/dependents listed or deferred family travel order or MPD Command Sponsorship Memo
- LEVY Brief Memorandum of Understanding
- **Additional Information Required for Overseas Assignments To:  
Europe/Hawaii/Alaska/Korea/Japan**
- DA FORM 5888 Family Member Deployment Screening Sheet with EFMP stamp from Health Clinic\*\*
- DD FORM 2792 Exceptional Family Member Medical Summary if there are EFMP Family members\*\*
- DA FORM 4787 Reassignment processing form
- Approved Command Sponsorship & concurrent travel authorization from the gaining command

**\*\*must be current within one year**

**Please include your PHONE # and your EMAIL address**





**!!EXPIRED SOGGIORNO!!**



All Soldiers with dependents having an expired Soggiorno will be required to turn in the expired Soggiorno or provide a lost/stolen report from the Vicenza Carabinieri prior to their orders being released.



# Federal Voting Assistance Program (FVAP)



- ✓ If you are PCSing the FVAP encourages you to use the Federal Post Card Application (FPCA) located at [www.fvap.gov](http://www.fvap.gov) to notify your local election office of your address change.
- ✓ It only takes a few quick steps to make sure your vote is counted no matter where you are in the world.
- ✓ There are people and resources available to assist you and your family members when applying to register to vote and voting absentee.

*For more information on Voting please visit the Federal Voting Assistance website: [www.fvap.gov](http://www.fvap.gov)*

**OR**

*Call or come by the Vicenza Installation Voting Assistance Office located in Bldg 28, Military Personnel Division (MPD)*

*DSN: 314-634-6467/8743*



# RETENTION



*Lions Lead.... All The Way*



# Service Remaining Requirements



- Within 45 days of notification of an SRR, Soldiers will be counseled and take one of the following actions: Reenlist/extend or sign a DCSS
- **Soldiers, other than initial term, with more than 4 years service for pay purposes at ETS, must take action**



# DCSS



- Automatic Flag on your ERB
- Ineligible for OCS/ WOC
- Removal from promotion standing list (if applicable)
- You may be eligible for other assignments (CONUS and OCONUS) provided you have sufficient SRR of the new assignment





# RETENTION



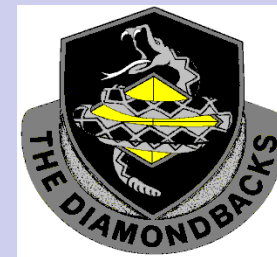
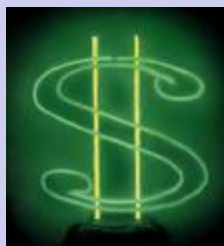
# RETENTION

## BLDG 28

## 634-7108



# ***C/106th Financial Management Company (FMC)***







# Advance Pay



- Authorized to all soldiers during PCS.
- DD form 2560, copy of orders.
- **Only one month authorized at losing station.**
- Pay advance amount is calculated as Base Pay minus all taxes and recurring deductions on LES.
- Soldiers in the rank SGT and above may sign for their own first one (1) month of pay advance.
- Soldiers in the rank of E-4 and below requires their Commander's signature.
- Prorated for 12 months.



# DLA w/dependents



- 2 copies of orders/amendments or revoked , DA 31 (approved), and flight itinerary for dependents.
- Must settle travel at gaining station to avoid collection in relation to PCS move.
- PCS orders must state that “SM is authorized to relocate dependents to gaining station at government expense,” and the names of dependents **MUST** be listed on orders.
- If not requested 10 working days from final out date, it will **NOT** be payable until gaining station.
- Request form available upon initial issue of clearing papers.



# TLA



- Ten (10) days authorized when clearing economy quarters; Three (3) days authorized when clearing government quarters.
- Used to partially reimburse a soldier for extra expenses that occur when occupying temporary lodging OCONUS.
- Economy TLA paperwork handled by soldier. SNA, invoice, and housing memo brought to main finance office (bldg 28).
- Ederle Inn paperwork handled by the hotel through housing.



# OHA/COLA



- OHA stops on the day that is on the DD Form 2367 received from housing.
- COLA also stops on the day prior to departing.
- Complete BAH(DA Form 5960) form for In-transit entitlement.



# Airborne Hazardous Duty Pay



- Entitlement will be stopped a day prior to departure unless jump log presented showing proof of eligibility to finance upon final out.



# Documents to bring at Final Out-processing appointment



- Clearing papers showing all other agencies cleared (Finance, Personnel and CPF are the last three stations).
- One copy of PCS orders (Include any amendments and revocation of orders).
- Two copies of approved DA form 31 (Leave form).
- One copy of DA form 1307 (Jump log) if applicable.
- Termination letter from housing (gov't quarters).
- Copy of OHA termination form with effective date.



# General Information



- M-F open 0900-1600, closed 1200-1300 for lunch.
- 634-6444
- 634-7450
- 634-7531
- 634-6734
- All finance questions/documents should be brought to IOP AT Building 393 once clearing papers have been issued.





# Housing Division



Operating Hours: Mon, Tues, Wed, Fri  
0830-1200 & 1300-1600  
Thurs only  
1000-1200 & 1300-1600



# Clearing AFH/UPH/PR Quarters



- Government Quarters
  - Set up preliminary inspection as soon as you know you are leaving( do not need orders)
  - Schedule final inspection once you have orders and as soon as you know when your HHGs will be picked up.
- Private Rental Quarters
  - Schedule an appointment with a lease negotiator once you have orders, to send your landlord a notice to vacate IAW your lease agreement make an appointment for your final inspection.
- When possible, quarters terminations appointments are in the morning.



# Clearing Barracks



- You must coordinate with your unit barracks manager or First Sergeant.
- You may also request the assistance of the FSBP Office, located in the CPF, which is responsible to sign your clearing papers.
- TLA is not authorized.



# Preparing Your PCS Move



- Barracks: No TLA Authorized.
- Government Quarters: Max 3 days TLA.
- Private Rentals: Max 10 days TLA.
- Scheduling flights on Monday or Tuesday could result in paying out of pocket hotel expense, if exceeding max TLA authorization.



# Housing Division



Location: Via Casermette 107  
(Outside Gate #4)

Office Contact Information  
DSN 637-7950/7951



# Transportation



**Personal Property Processing Office  
(PPPO)  
634-6926**

**<http://www.usag.vicenza.army.mil/sites/local/DOL/transportation.asp>**



## PERSONAL PROPERTY PROCESSING OFFICE



Answers to your Questions:

**[www.move.mil](http://www.move.mil)**

ITO: 634-6922

[usarmy.vicenza.imcom-  
europe.mbx.ito@mail.mil](mailto:usarmy.vicenza.imcom-europe.mbx.ito@mail.mil)

**“Maintain the Line...Anywhere, Anytime.”**





# Personal Property Processing Office



## OPERATING HOURS

Monday, Tuesday, Wednesday, Friday 0900hrs to 1600hrs

Thursday 1000hrs to 1600hrs

Closed from 1200hrs -1300hrs for Lunch

Building 393, 2<sup>nd</sup> Floor

Front Desk: DSN: 634-6922



## **PERSONAL PROPERTY PROCESSING OFFICE**



# **DAILY OUTBOUND MASS BRIEFING**

**Monday, Tuesday, Thursday & Friday at 1000hrs**  
**Wednesday 13:30hrs**

**Self-Counseling DPS LAB**

**Monday – Friday ( 0900hrs – 1600hrs)**

**Building 393, 2<sup>nd</sup> Floor**

<http://www.usag.vicenza.army.mil/sites/local/DOL/transportation.asp>



## PERSONAL PROPERTY PROCESSING OFFICE



# 10 DAY RULE

- The PPPO requires a minimum of 10 days to process transportation services
  - The first day is the day you sign your *completed* paperwork. The tenth day is the first day the movers will arrive at your home to begin packing your household goods.
- Exceptions to the 10 day rule
  - Bluebark, Compassionate Reassignment, Medical Incapacitation and Chapter (ETS)



## PERSONAL PROPERTY PROCESSING OFFICE



### **PROPER ORDER OF EVENTS**

1. Complete your transportation application and US Customs paperwork, obtain a copy of DD 1299
2. Show DD 1299 to schedule Housing Clearing Appointment
3. Make airline ticket arrangements



## PERSONAL PROPERTY PROCESSING OFFICE



# PICK-UP SCHEDULE

Monday – Friday and US Holidays

Between 0800hrs – 1700hrs

Summer hours 0800hrs – 2200hrs

Changes to the scheduled pick up are made directly between  
the Local Agent and the Service Member

**NOTE:** If the Soldier wants to change pick up dates (weekdays only) it is at his/her discretion, not for the convenience of the Local Agent. If the Local Agent wants to change pick up dates the Soldier is not obligated to accept the change.



## PERSONAL PROPERTY PROCESSING OFFICE



# TYPES OF SHIPMENTS

- HHG – Household Goods
- UB – Unaccompanied Baggage
- PPM – Personally Procured Move
  - Postal Reimbursement
  - Wine Reimbursement
  - Do It Yourself Move
- NTS – Non-temporary Storage



## PERSONAL PROPERTY PROCESSING OFFICE



# PROFESSIONAL BOOKS, PAPERS & EQUIPMENT (PBP&E)

- Professional items will be packed, marked, and weighed separately from the rest of your property. When properly listed on the inventory and weighed it is not counted as part of your weight allowance.
- Never sign a blank form; you do not have to sign the comment sheet the packers give you.





## PERSONAL PROPERTY PROCESSING OFFICE



# HHG/UB SPECIAL SHIPMENT

- PPPO arranges Pick Ups and Deliveries from Milano, Varese, Torino, Parma, Ghedi, Desenzano, Ferrara, Bologna, Rimini, Ancona and Vicenza Italy.
- All Special Storage ( aka –deployment) shipments **MUST** be **Delivered to Quarters**, before Pick Up of Outbound HHG/UB shipment.



## PERSONAL PROPERTY PROCESSING OFFICE



# MOTORCYCLE REQUIREMENTS

### **AT THE TIME OF COUNSELING :**

- Title and Registration OR Bill of Sale in Service Member's Name
- Whether the motorcycle is “Drivable”

**NOTE:**

Motorcycles are shipped in HHG Shipment  
Gas or oil in tank of motorcycle is strictly prohibited



## PERSONAL PROPERTY PROCESSING OFFICE



# ALCOHOL IN HHG SHIPMENT

## *AT THE TIME OF COUNSELING:*

- Wine list AND
- Final destination state permit OR
- Final destination state taxes paid invoice OR
- Final destination state Alcohol Beverage Control Board letter of exemption

NOTE: All duty, taxes, permit and broker fees are the Service Member's responsibility.

ABC Board: <http://www.ttb.gov/wine/state-ABC.shtml>

More Info: [http://www.ttb.gov/importers/personal\\_importation.shtml](http://www.ttb.gov/importers/personal_importation.shtml)



# PERSONAL PROPERTY PROCESSING OFFICE

## CLAIMS

The following slides provide valuable information for filing a claim as a result of loss or damage to household goods or unaccompanied baggage shipped or stored at Government expense.

The Claims Office is located on first floor of the Office of the Staff Judge Advocate, Building 241.

### CLAIMS OFFICE HOURS OF OPERATION

MON	Walk-In Service	0900 – 1200 and 1300 – 1530
TUE	Walk-In Service	0900 – 1200 and 1300 – 1630
WED	Walk-In Service	0900 – 1200 and 1300 – 1630
THU	Walk-In Service	1300 – 1630
FRI	<b>Appointments Only</b>	0900 – 1200 and 1300 – 1630*

Please call DSN:634-7031/7041 to schedule an appointment.

\* Legal Assistance and Claims Offices will close at 1600 on Training Holidays.



## PERSONAL PROPERTY PROCESSING OFFICE



# CLAIMS-What You Need to Know

- **DPS** (Defense Personal Property System) is an Internet based system that supports DP3 and tracks shipments from start to finish. Most importantly, it provides direct communication between the servicemember and the Transportation Service Provider (TSP)
- **FRV** (Full Replacement Value) is the DP3 component that deals with your personal property claim and allows servicemembers to recover the full replacement value of destroyed and damaged personal property as a result of a DoD-sponsored move.
- **TSP** (Transportation Service Provider) is the carrier or moving company.
- **MCO** (military claims office). The local MCO is the Vicenza Claims Office in building 241.



## PERSONAL PROPERTY PROCESSING OFFICE



### CLAIMS-WHAT YOU NEED TO DO TO GET STARTED:

- You must establish a DPS account to submit and manage your claim. If the Transportation Office at origin has not already assisted you with obtaining a user ID and password, you can easily arrange one for yourself. Go to <http://www.move.mil>; next click on “DPS registration” and complete the online registration form. The “DPS Login” link is on the same webpage.



## PERSONAL PROPERTY PROCESSING OFFICE



### CLAIMS-WHAT YOU NEED TO DO NEXT:

- **Submit Notice of Loss.** All loss/damage must be submitted online through DPS within **75 days** of delivery. Neither the TSP nor the Government will pay for items not identified on the loss/damage report within 75 days.
- **Submit Your Claim.** Submitting notice of loss does NOT constitute filing a claim! These are **two different steps**. You have **9 months** from the date of delivery to file your claim online through DPS. Find the **step by step instructions** on the Move.mil official DPS portal or review our information paper, "How to File a Household Goods Claim on DPS."





## PERSONAL PROPERTY PROCESSING OFFICE



### CLAIMS-OTHER IMPORTANT INFORMATION:

- You do not need to obtain estimates of repair in order to file your claim with the TSP.
- If a claim is timely filed with the TSP, the TSP is liable for the repair or FRV cost of a damaged item, whichever is less.
- The TSP must respond to a claimant within 60 days of receipt of the claim. However, if a claimant does not hear from the TSP within 30 days, the claimant may transfer the claim to their MCO for adjudication. Contact your local MCO before you elect to transfer your claim.
- **BOTTOM LINE: Visit your local MCO within 70 days of delivery for assistance to ensure your "Notice of Loss/Damage after Delivery" is properly dispatched to the TSP.**



## PERSONAL PROPERTY PROCESSING OFFICE



### CLAIMS-TIPS FOR A SUCCESSFUL MOVE:

- Obtain appraisals for high value items (at your expense)
- Use a video or still camera to record your items
- Don't ship small valuable items (jewelry) or irreplaceable items (photo albums)
- Empty trash cans
- Have a separate marked area for items you do not want shipped
- Note your exceptions to pre-existing damage on the inventory
- Examine the inventory (generic description—plate vs. specific description—Bernardaud China "Etoiles" Dinner Plate)



**PERSONAL PROPERTY PROCESSING OFFICE**



# **TRAVEL**

## **AIRLINE TICKETS**

- **Commercial Travel Office (CTO)**
  - **Building 161**
  - **DSN 634-8351**
- **[VicenzaCTO@cwtsatotravel.com](mailto:VicenzaCTO@cwtsatotravel.com)**



## PERSONAL PROPERTY PROCESSING OFFICE



# TRAVEL (Cont.)

- **After** Transportation services have been arranged go to the Commercial Travel Office (CTO) to reserve your airline tickets
- Check AVAL date on last page of orders when scheduling your flights to avoid out of pocket lodging.
- You must obtain the red stamp on your orders from Central Out-Processing to pick up tickets.



## PERSONAL PROPERTY PROCESSING OFFICE



# TRAVELING WITH PETS

- Flight arrangements for your pets are the Service Member's responsibility, ensure you inform CTO that you have a pet for guidelines when you book your ticket.
- Contact your Veterinarian for the required documentation for your pet.
- Airlines restrict pets by weight limitations and embargo pets when temperatures at takeoff are less than 45° or greater than 85°.
- For further assistance, contact Contracting Officer Technical Representative for Official Travel at 634 6920.



# Vehicle Registration Out-Processing



- **VPC** - Vehicle Processing Center – Torri di  
Quarteseolo (VI):  
MON-FRI 08:00-17:00  
Closed on Italian and American Holidays  
DSN: 634-7760
- Vehicle Registration – Torri di  
Quarteseolo (VI):  
MON-FRI 08:00-17:00  
Closed on Italian and American Holidays  
DSN: 637-7820/7822



# VEH REG TIPS



## CLEARING:

- To clear you must SHIP/SELL/or Junk all your vehicles / motorcycles
- Bring all copies of HHG showing motorcycle in shipment
- Shipping a car commercially you must have a copy of your shipping documents

## Shipping a Vehicle Government:

- Make an appointment- 634-7760
- On the day of your appointment your vehicle must be cleaned inside and out to include the trunk under the spare tire and the air filter.
- Any dirt will result in failure to pass.

To sell a vehicle: The seller must get a safety inspection within 30 days.

- The buyer should call vehicle registration at 637-7820 or 637-7822
- To junk a vehicle, come to vehicle registration to get the paperwork
- To ship contact the Vehicle Processing Center
- PCSing within Europe, you must turn in your cover plates, and AFI plates will be issued.

- Vehicle must have less than 1/4 tank of gas, anything over will fail.
- There can not be any fluid leaks
- Only floor mats, baby seat, first aid kit, warning triangle can be shipped inside the vehicle.





# **POSTAL SERVICE CENTERS**



## *Helpful Out-processing Hints:*

- ✓ Stop by your servicing Postal Service Center before departure to close down your CMR receptacle.
- ✓ Bring a copy of yours.
- ✓ A forwarding address is required at the time of out-processing.
  - Per DoD regulation, you first class mail and parcels will be forwarded for 1 year.
  - Subscription periodicals are forwarded for 60 days only.
- ✓ Your forwarding address can be updated with a new address after your departure via e-mail.
  - [usag-vicenza.postalservicecenter@us.army.mil](mailto:usag-vicenza.postalservicecenter@us.army.mil)
  - [usag-vicenza.deldin.psc.alerts@us.army.mil](mailto:usag-vicenza.deldin.psc.alerts@us.army.mil)
- ✓ Your CMR receptacle will be closed within 24 hours and mail will begin to be forwarded.
  - (Please consider the delay in receipt of forwarded mail to your new location since mail must transit to the Vicenza PSC, then follow on travel to your new location).
- ✓ Remember to update ALL correspondence with your new address.



# **USAG SCHOOL SUPPORT SERVICES**

**Child, Youth & School Services  
School Liaison Officer**

**BLDG. 108 – Room 43  
Army Community Services**

**VicenzaSLO@gmail.com**

# SCHOOL SUPPORT SERVICES

- **Assist you and your child transition to new school/installation**
- **Located in Office 43- Army Community Services - Bldg 108**
- **Regulation 608-101 Must clear my office**

# STUDENTS' CHALLENGES

- **Leaving friends and making new friends**
- **Adjusting and fitting in**
- **Repeating courses**
- **Finding their way around**
- **Credit being accepted for graduation**
- **Confusion on new schedule**
- **Grades**
- **New School procedure (bus stop, lunch schedule, ID cards)**
- **Extracurricular offerings**
- **Have someone to eat lunch with**

# School Support Services

- Name: \_\_\_\_\_
- E-mail address \_\_\_\_\_
- Installation or location where you are going \_\_\_\_\_
- Child's grade \_\_\_\_\_ M\_\_ F\_\_
- Other \_\_\_\_\_
- Connect to the School Liaison Officer at your new installation by completing this form and returning to the School Liaison Officer in Bldg 108 – Army Community Services - Room 43. This form will be used to connect you with the School Liaison Officer at the gaining installation.

# School Support Services

## Withdrawal Procedures for Sure Start – 12<sup>th</sup> Grade Students

- **Notify school registrar's office as soon as you have received an estimated departure date.**
- **Visit school prior to departure to officially withdraw with a copy of Sponsor's PCS orders.**
- **Ensure student has followed proper withdrawal process of the school to include:**
- **Return ID/library card. Clear library. Return all books (library and text) and school material calculators, computers, cameras, all electronic equipment etc)**
- **Clear all charges and fines**
- **Clear Nurse's and attendance office**
- **Clear any extracurricular activities (return equipment and clean uniforms to sport coaches and ROTC)**
- **Receive copy of withdrawal document and/or records (can only be received after completion of the withdrawal process)**
- **Clear AAFES Horizon Student Meal Program**
- **Ensure proper clearing through Child, Youth & School Services - Parent Central Services – Office 42**
- **Clear School Support Services – Office 43**

# School Support Services

## REMINDERS:

Contact the School Liaison Officer when you arrive at new installation

Enroll your children as soon as possible. It is not recommended that you delay enrolling your children when you transition to a new installation.

After you enroll, return to the school and provide the school with updated contact information.

# Web Sites

- [www.militaryChild.org](http://www.militaryChild.org)
- [www.militarybrats.com](http://www.militarybrats.com)
- [www.dmdc.osd.mil/sites](http://www.dmdc.osd.mil/sites)
- [www.nmfa.org](http://www.nmfa.org)
- [www.naeyc.org](http://www.naeyc.org)
- [www.homeschoolcentral.com](http://www.homeschoolcentral.com)
- [www.militarystudent.org](http://www.militarystudent.org)
- [www.schoolmatters.com](http://www.schoolmatters.com)
- [www.militaryonesource.com](http://www.militaryonesource.com)
- **Installation School Liaison Web Site**





# Recipe for Success

Parent to Parent

Sharing ingredients for positive school transitions

## Recipe for: Empowering Parents to be their Child's Best Advocate

### Ingredients:

- \* Getting Involved
- \* Getting organized
- \* Promoting Academic Success

From: Parent to Parent





# USAHC-VICENZA

Soldier Readiness NCOIC

636-9120

CIV 0444-61-9120



# Permanent Change of Station

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- Audiology- Must be a Class 1 on MEDPROS
- Soldier Readiness- Must Be MRC 1, be up to date on all required Immunizations, Vision screening, HIV draw, Behavioral Health, and Periodic Health Assessment



# Separation from Army



- Must start Separation Physical 2 months before Final Out.
- See Soldier Readiness to start the physical.



# Medical Records



- Dependents 18 years and older must pick up their own Medical Records due to the Privacy Act
- Soldiers separating from the army receive a copy of their Medical Record, not the original. Let the Medical Records department know three months in advance.

**MEDICAL RECORDS NCOIC**

**636-9050**

**CIV 0444-61-9050**



# VICENZA DENTAL CLINIC

**OUTPROCESSING:**

**PCS/ETS/RET**

**FRONT DESK**

**DSN: 636-9803/9805**



# TRICARE

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- Need a copy of orders, and clearing papers

TRICARE  
DSN: 636-9062  
CIV: 0444-61-9062



# PCS



1. NEED AN ID CARD AND A COPY OF ORDERS.
2. SIGN OUT: GREEN OUTPROCESSING BOOK.
3. FILL OUT DA 3705 (RECEIPT FOR OUTPATIENT TREATMENT/DENTAL RECORD).
4. DENTAL RECORD/S WILL BE PUT IN AN ENVELOPE AND SEALED WITH VICENZA DC LABEL.
5. OUTPROCESSING CHECKLIST WILL BE SIGNED AND DATED





# ETS/RETIRING



1. NEED AN ID CARD AND A COPY OF ORDERS.
2. SIGN OUT: GREEN OUTPROCESSING BOOK.
3. MAKE COPY/S OF DENTAL RECORD/S AND PUT IN MANILA FOLDER(ORIGINAL RECORD WILL BE KEPT IN THE CLINIC AND TURNED IN TO PAD FOR PROPER TRANSITION).
4. OUTPROCESSING CHECKLIST WILL BE SIGNED AND DATED .

# VICENZA VETERINARY CLINIC OUT-PROCESSING BRIEF

**Hours of Operation:** Monday – Friday 0800-1600

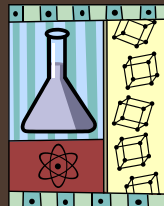
**Saturday Clinics** offered once a quarter.

**Closed on:** Weekends  
Federal Holidays & Training Holidays  
Last working day of the month for Inventory

**Located on the LONGARE Base, BLDG 2**

There is a MAP located in the document rack 1<sup>st</sup> floor CPF across from Information Desk.

Dedicated to the heath of your furry family members!





# VICENZA VETERINARY CLINIC OUT-PROCESSING

- Clearing the VTF is Easy:
  - Bring your Out-processing paperwork to the front desk, we will verify you don't have any active patient records and all accounts are paid in full.
  - We will then sign and stamp your documents. Done.



# VICENZA VETERINARY CLINIC OUT-PROCESSING

- Entering another Country with  
Pets

Is Not easy and  
Requires Prior Planning



# VICENZA VETERINARY CLINIC OUT-PROCESSING

1) 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



# VICENZA VETERINARY CLINIC OUT-PROCESSING

2) Are your pet(s) current on  
all Vaccines?

3) Do you have a 15 digit  
microchip?

4) Is a FAVN test required?



## VICENZA VETERINARY CLINIC OUT-PROCESSING

5) Do you have a Pet Passport?

6) Do you require any additional documents: Country Clearance, Proof of FAVN Test, Export, etc.?



## VICENZA VETERINARY CLINIC OUT-PROCESSING

- 7) Have you coordinated Pet Travel:
- A. Contacted the Airline to verify pet travel requirements;
  - B. Need Power of Attorney;
  - C. Ensured Boarding Facility Available If Needed?





## VICENZA VETERINARY CLINIC OUT-PROCESSING

8) Health Certificate/Exam:  
within 10 Days of Flight

9) Do you have the Animal Health  
Record for each pet?

# VICENZA VETERINARY CLINIC OUT-PROCESSING



## Traveling with Pets – Plan Ahead

- Complete Country Clearance Checklist
- Health Certificate (Required)
- Sign out Animal Records
- Pay any Monies Owed
- Receive Signed Clearing Papers



# Army Community Service

Relocation Readiness Program Manager

634-8525 or 634-7500

CIV 0444-71-8525

# Relocation Readiness



- Relocation Counseling
  - Communication with the gaining installation
  - Welcome Packets
  - Plan My Move Tool
- Military Installation Information  
<http://www.militaryonesource.mil/>

# Waiting Families Program



- Needs Assessment
- Provides support and services to geographically separated Families
- Provides local information to geographically separated Families



# Financial Readiness for Relocation

ACS Building 108

634-8524 or 634-7500

CIV 0444-71-8524/7500

# Preparing to PC\$



- OHA management
- Spending plans
  - Account for income and entitlement changes <http://www.defensetravel.dod.mil/>
  - PCS leave
  - Establishing a new household
    - Cost of household items, setup fees, renting vs. buying
- Know what your credit says about you!
  - Check reports for free at [www.annualcreditreport.com](http://www.annualcreditreport.com)
  - Protect against identity theft with free active duty alert valid for 1 year
  - Visit ACS for a free FICO credit score and for help with improving your credit standing



# Contact Us



## ACS Financial Readiness/ Army Emergency Relief Office

- Office #111, Upstairs in Building 108
  - Open 8:00 a.m. – 5:00 p.m.
  - Please call an appointment:  
DSN 634-8524/7500 or CIV 0444-71-  
8524/7500





# **EFMP**

## **Exceptional Family Member Program**

ACS Building 108

634-8582 or 634-7500

CIV 0444-71-8582/7500

# Exceptional Family Member Program (EFMP)



- **EFMP Updates:** Medical enrollments must be updated every three years or if the condition changes. Educational enrollments must be updated every year
- **Special Housing Needs-** request assistance from EFMP prior to departure
- **While in Transition:** hand-carry the EFM's medical and educational documents; hand carry medication necessary for several months.



# Exceptional Family Member Program (EFMP)



- **Special Education needs-** For Non DoDDs school options you may want to research to find the school which best fits your child's needs. For this and DoDDs information, visit USAG-V school liaison officer
- **Out Process the EFMP ACS office:** you will be connected to the gaining EFMP
- **Command Sponsorship Process:**  
EFMP and NON EFMP Soldiers: The Command Sponsorship screening, DA5888 must be completed if you are remaining in Vicenza, or moving to overseas installations, including Alaska or Hawaii.

**EFMP ACS office may facilitate the DA5888**



# USAG VICENZA

## Point Of Contact Information



Agency	Location	Hours	Phone #	Notes
CPF	BLDG 393	M-F 0900-1630	634-8424	Closed on American Federal Holidays
TOTAL ARMY SPONSORSHIP PROGRAM (TASP)	BLDG 108 RM 101	M-F 0900-1630	634-8526/7500	Located in the ACS building
PERSONNEL (MPD)	BLDG 28	M,T,W,F 0900-1630 TH 1300-1630	634-6299/7370/7973	usarmy.vicenza.imcom-europe.list.mpd@mail.mil
RETENTION	BLDG 28	M,T,W,F 0900-1700 TH 1300-1600	634-7108	
HOUSING	VIA CASERMETTE 107 (OUTSIDE GATE 4)	M,T,W,F 0830-1600 TH 1000-1600	637-7950/7951	
TRANSPORTATION (PPPO)	BLDG 393, 2ND FLOOR	M,T,W,F 0900-1600 TH 1000-1600	634-6926	usag.vicenza.army.mil/sites/local/dol/transportation.asp
TRAVEL OFFICE	BLDG 161	M-F 0800-1700	634-8351	vicenzacto@cwtsatotravel.com
VEHICLE REGISTRATION	TORRI DI QUARTESOLO (VI)	M-F 0800-1700	634-7760, 637-7820/7822	Closed on Italian and American Holidays
Postal Service Center (Ederle)	BLDG 302	M, W,TH,F 0900-1730	634-7430	
Postal Service Center (Del Din)	BLDG 2	TU 1130-1730	637-2750	Closed on American Federal Holidays
USAG SCHOOL SUPPORT SERVICES	BLDG 108	M-F 0800-1700	634-7500	vicenzaslo@gmail.com
USAHC-VICENZA	BLDG 2310	M,T,W,F 0800-1630 TH 1300-1630 SA 0900-1300	636-9120	
DENTAL CLINIC	BLDG 2310	M,T,W,F 0800-1630 TH 1300-1630 SA 0900-1300	636-9803/9805	
VETERINARY CLINIC	LONGARE BASE BLDG 2	M-F 0800-1600	635-4841	
RELOCATION READINESS ACS	BLDG 108	M-F 0800-1700	634-8525/7500	Located in the ACS building
FINACIAL READINESS ACS	BLDG 108	M-F 0800-1700	634-8524/7500	Located in the ACS building
EFMP ACS	BLDG 108	M-F 0800-1700	634-8582/7500	Located in the ACS building



# USAG VICENZA

## Conclusion



- This concludes your on-line levy brief.
- **Click the link below for required proof of attendance.**  
<http://www.usag.vicenza.army.mil/sites/local/pdf/MOU%20LEVY.pdf>,
- By signing the **Memorandum of Understanding** you are indicating that you have viewed the entire briefing and all related documents to your departure from USAG Vicenza. A copy of the signed memorandum of understanding must be submitted with your levy packet to the MPD when requesting orders.

**Note:** If Digital signature does not function please print, sign and date.

**!!!The Memorandum of Understanding must be submitted with your LEVY Packet!!!**

- We hope you enjoyed your Tour of Duty in Vicenza.  
**Thank You for your Service!**