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# Contractor Accreditation Process--Italy

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# Agenda

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- USSSO and DOCPER roles
- Mission Visa Rules
- Importance of Mission Soggiorno
- Definitions: TR and CP
- Benefits of TR/CP accreditation
- Basics of the TR/CP accreditation process
- Applicant Renewals
- TDY and Other Residency Issues
- Helpful Hints
- Key References



# USSSO and DOCPER Roles

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- US Sending State Office (USSSO) in the Rome Embassy owns the “missione visa” process
- DOCPER functions as the “front office/back office” for USSSO
- USSSO Instruction 2010.01 25 Jan 2024



# Some Mission Visa Rules

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- USSSO memorandum to the Italian consulate
  - The appropriate “Italian consulate” is the one nearest the contractor employee’s home of record
  - Exception- contractor(s) with NATO SOFA status in Germany must use the Italian consulate in Frankfurt
  - Contractor(s) must make an appointment (don’t assume you can just walk in)
  - Mission visas are requested for one (1) year
  - For shorter contracts, the COR should consult with DOCPER



# Some Mission Visa Rules

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- Passport needs to be valid for more than one year
- Mission visa in tourist passport = permission to enter Italy
- **NO** mission visa will be granted for contracts for less than 90 days
- **NO** logistical support for less-than-90-day contracts



# Importance of Mission Soggiorno

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- Mission visa in tourist passport = permission to enter  
BUT... NO mission visa - NO Mission Soggiorno  
Mission Soggiorno = permission to stay and work
- Contractor must take DOCPER accreditation letter to the Questura Liaison Office on base within **8 days** of arrival
- When a contractor employee terminates employment in Italy, return the Soggiorno to the base Questura Liaison Office
- Contractors are required to keep their Mission Soggiorno up-to-date!
  - If more than 60 days out of date, **DO NOT** expect that it will be renewed
  - DOCPER **will not** intervene with the base Questura Liaison Office if the contractor employee has not practiced due diligence in keeping the Soggiorno up-to-date



# What is a Tech Rep?

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- Technical Representatives are persons who have a high degree of skill or knowledge in the systematic procedures by which a complex or scientific task is accomplished, as distinguished from routine mental or physical processes. The skills and knowledge must have been acquired through higher education or through a long period of specialized training and experience
- This differs from Germany and includes:
  - Troop Care (TC) functions
  - Analytical Support (AS) functions



# What are Civilian Personnel?

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- “Civilian Personnel” (CP)
  - Closely affiliated with the United States Armed Forces and under their authority, but not employed directly by them, and not included in the Civilian component
- From the USSSO Directive:
  - Civilian Personnel (CP) may be treated similarly as members of the civilian component for purposes of individual logistical support
  - CPs include:
    - bank and credit union employees
    - university employees
    - religious activity resource personnel
    - members of certain service organizations (e.g.USO)





# Standards for Accrediting TRs

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- Technical Representatives (TRs):

- Is the job sufficiently complex, requiring a high degree of skill/knowledge? (based on the SOW, JD)
- Is the person a US citizen and qualified?

(1) Bachelor's degree in a related field; or

(2) Associate degree in a related field and four years of recent specialized experience; or

(3) A major certification and six years of recent specialized experience; or

(4) A high school diploma and eight years of recent specialized experience;

(5) For Aircraft Mechanics: An A&P (airframe and powerplant) license or FCC Radio operator license and five years of specialized experience.

- The individual is **NOT** “ordinarily resident”?



# Standards for Accrediting CPs

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- CPs:
  - Is the job/position necessary for the functioning of an organization closely affiliated with the US Forces?
  - Is the person a US citizen, and **NOT** “ordinarily resident”?



# What is meant by ordinarily resident?

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- Under the USSSO Directive, an individual is determined to be ordinarily resident in Italy when:
  - They have resided in Italy for more than 90 days without any affiliation with the US Forces
  - They have resided in Italy for more than 90 days and:
    - They have registered as a *residente* in the town where residing or;
    - They have taken other affirmative steps to avail themselves of permanent resident benefits such as registering to vote, applying for unemployment benefits in Italy, obtaining employment papers, registration with the Italian national health care system, etc
    - They have resided in Italy for any period of time under a soggiorno other than per missione
    - paying, or having a legal obligation to pay, Italian income taxes or property taxes due to residency status
    - To change the OR status, they have to leave the country for more than **"one (1) year"** to establish residence in the US and then reapply for status accreditation in Italy



# Who is not a TR or CP?

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The definitions of TR/CP do not include:

- Sales representatives (e.g. Military Car Sales Program employees)
- General administrative or clerical personnel
- Warehouse personnel
- Personnel in any position that does not require significant experience, training, or education
- Contractors supporting the Italian Military cannot get a status accreditation thru DOCPER



# Benefits of TR/ CP Accreditation

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- TRs and CPs have legal status in Italy as accompanying the force
  - Passport with “mission visa”
  - Permission to reside and work (“mission soggiorno”)
- TRs and CPs have privileges similar to military members & DOD civilian employees, i.e., vehicle registration, gas coupons, PX/commissary
  - No Italian income taxes
  - No Italian residency permit issues
  - Certain legal protections
- Saves DOD money
- Family members can work as contractors in Italy
- Children over 21 years can attend a University in Italy



# TR/CP Rules

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- When an applicant terminates his/her employment they will need to return the soggiorno to the Base liaison office
- Family member employment - the family member DEROS is tied to the Sponsor's DEROS. Includes Military, Civilian, and Contractor spouses
- Any contractor employee working in Italy under status accreditation moving to a different contract and/ or vendor must be processed under an application renewal



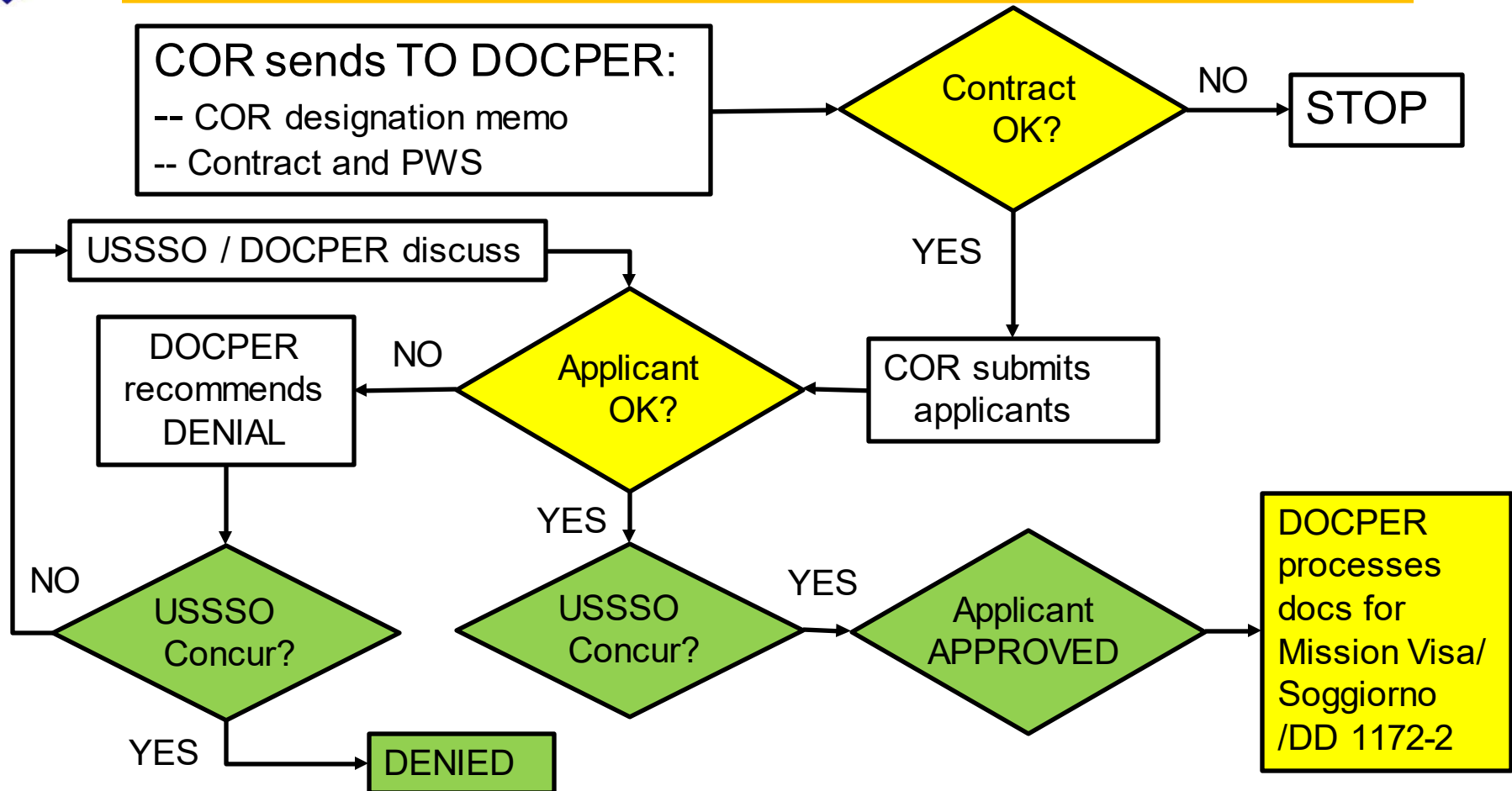
# Starting the Accreditation Process

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- WHEN? As soon as a DoD organization wants someone to provide TR or CP services
  - DOCPER always starts with the contract
  - DOCPER always works with the Contracting Officer's Representative (COR) for that contract
- The accreditation process *MUST* be completed before the individuals arrive in Italy
  - Contracted employees *cannot legally enter Italy* to perform work until they have received a mission visa
  - A mission visa is obtained at the Italian Consulate which is closest to the individual's home of record in the USA
  - The Italian Consulate will not issue a mission visa to a contracted employee unless they have an accreditation letter from the USSSO through DOCPER



# Overview of the Process



NOTE: "YELLOW" fill indicates DOCPER Action

NOTE: "GREEN" fill indicates USSSO Action





# Contract Approval (Phase I)

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1. COR completes the Contracting Action Submission Form and provides a copy of their COR designation letter or memo, a signed Contract, and PWS to DOCPER to [usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil](mailto:usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil)
2. DOCPER provides the COR with login access to the European Contractor Online Processing System (ECOPS)
3. DOCPER recommends the COR designate a vendor representative in POC VREP tab. please ensure that the work address and phone number is also entered



# Contract Approval (Phase I)

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4. COR provides DOCPER with contract information and documentation through ECOPS

- Upload the executed contract document
- Provide contract information, name of vendor details in ECOPS
- Upload the executed contract document and PWS or SOW
- Upload the job description(s) which articulate duties and minimum education/ experience requirements for Italy (see slide 9)

5. When all required information and documentation are submitted and reviewed for compliance – the contract gets approved

**NOTE:** VREP can do the data entry, but only the COR can submit the contract to DOCPER



# Applicant Approval (Phase 2)

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## After contract approval:

1. COR / VRep generates ECOPS login for each applicant
  - Applicant provides information necessary to determine if the applicant is qualified and not “ordinarily resident” in Italy
  - Enter resume in ECOPS Resume Builder
  - Upload applicant’s offer letter or employment verification letter as signed by a company representative not older than 90 days
  - Upload the Passport Picture page with individual’s signature
2. COR reviews for accuracy and submits application for review
3. DOC PER reviews and submits application to the USSSO for approval/ denial
4. Once the application is approved, applicants receive the DOC PER letter, USSSO letter, and the DD-1172-2



# Accreditation Documentation

USSSO memo to  
Italian consulate  
for “missione  
visa” →

DOCPER memo  
authorizing  
“soggiorno” →

DOCPER-issued  
document  
authorizing ID  
card →

EMBASSY OF THE UNITED STATES OF AMERICA  
UNITED STATES SENDING STATES OFFICE FOR ITALY  
VIA V. VENETO 119A  
00187 ROME, ITALY

Visas  
Code 30/Ser. TR\_34473  
03-Aug-2010

MEMORANDUM FOR ITALIAN CONSULATE

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
DOD CONTRACTOR PERSONNEL OFFICE  
UNIT 29150  
APO AE 09100  
Tel: (0621) 487-3264  
FAX: (0621) 487-3265

03-Dec-2009

AEAGA-DOCPER

MEMORANDUM FOR [REDACTED] USACECOM C4ISR RSC  
USACECOM C4ISR RSC-Europe APO, AE US 09081

Please read Agency Disclosure Notice, Privacy Act Statement and Instructions prior to completing this form.

MARK HERE FOR CIVILIAN OR CONTRACTOR PRE-ELIGIBILITY ☐

APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD

OMB No. 0754-0415  
OMB approval expires

SECTION I  
EMPLOYEE  
INFORMATION

1. NAME (Last, First, Middle)  
2. PAY GRADE  
3. GSE-12  
4. OEN CAT  
5. IV  
6. CITIZENSHIP  
7. US  
8. CURRENT RESIDENCE ADDRESS  
9. CITY  
10. Vicarelo,  
11. STATE  
12. TO  
13. CITY OF DUTY LOCATION  
14. Camp Darby-Tirrenia  
15. STATE  
16. SPONSORING OFFICE NAME  
17. USACECOM C4ISR RSC  
18. SPONSORING OFFICE ADDRESS (Street, City, State)  
19. Information provided through Contr  
20. SUPPLEMENTAL ADDRESS INFORMATION  
21. OVERSEAS ASSIGNMENT (Country)

-- Get the CAC or ID card once you are in Italy  
-- Don't try to get it in the US  
Ensure COR enters applicant in MP-ICAM



# Applicant Renewals

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- COR or Vrep logs into ECOPS, selects the applicant and request a MOD for "Visa/Soggiorno update"
- Submit ECOPS MOD to applicant to update information
- The applicant adds Missione Visa and current Soggiorno and/ or soon expiring soggiorno
- If required, update Resume in ECOPS resume builder and submit to COR
- COR will check the renewal documents in ECOPS and submit to DOCPER for review
- DOCPER reviews the application MOD and provides a new DOCPER Accreditation Letter and a new DD 1172-2 (if required)



# TDY and Other Residency Issues

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- There is no provision in Italy to allow short-term or temporary personnel (in Italy less than 90 days) to be accredited as TRs or CPs

[NOTE: Contractors can work in Italy on TDY for up to 90 days without issue on their tourist passport]

- The time-frame for “losing” OR status is **one (1)** year. The Italian family members do not need to leave Italy. There must be clear evidence that the individual left Italy with a clear intent of establishing a permanent residence outside of Italy
  - Leaving Italy for a short period is not sufficient
  - Totality of evidence (HHG moved, paying taxes in US, etc.)
  - The USSSO (through DOCPER) would require supporting documentation



# Helpful Hints

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- USSSO Accreditation takes up to 10 working days
- Visa appointments need to be done online, every day around 3 pm the appointments get updated and earlier appointments may come available
- List of all Consulate locations:

<https://www.italiandualcitizenship.net/italian-consulate-locations/>

- You must select the Italian consulate that has jurisdiction over the county in which you legally reside



# Helpful Hints

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- MP-ICAM completed before applicants go to the ID card facility
- Renewals: take 5 workdays to process
- ECOPS Housekeeping:
  - Keep the address, Soggiorno / Visa / Resume in resume builder **updated**
  - Use applicant-replaced status only when cross training is required for up to 90 days
  - Process “Termination MOD” when applicants leave Italy
  - Process “Job offer declined MOD” when applicants decline a position
  - Keep the Soggiorno up to date, do not let the soggiorno expire!





# Key References

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- Bilateral Infrastructure Agreement (Classified)
- Shell Agreement
- Tri-component Directive
- Civilian Personnel Annex
- USSSO Instructions 2010.01
- DOCPER Website:  
<https://www.europeafrica.army.mil/contractor/>
- USSSO Website:  
<https://it.usembassy.gov/embassy-%20consulates/rome/sections-offices/ussso/>



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# QUESTIONS?