



Contractor Accreditation Process--Italy

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Agenda

- **History of Technical Representative (TR) and Civilian Personnel (CP) in Italy**
- **Definitions: TR and CP**
- **Benefits of TR/CP accreditation**
- **Basics of the TR/CP accreditation process**
- **Other residency issues**
- **Education/Experience Requirements for TRs and CPs**
- **Required contract/applicant information**
- **Importance of the Mission Soggiorno**
- **Forms of ID cards**



History -- Contractor Accreditation in Italy

- **Before 2004:**
 - Various CONUS commands issued Letters of Authorization or Invitational Travel Orders directing contractors and others to Italy
 - Italian consulates imposed various requirements for granting the “missione visa”
- ***The Problem:* Italy-wide, nobody knew who, what, where, when, why or how many contractors in Italy**
- **US Sending State Office (USSSO) in the Embassy in Rome took control of the “missione visa” process in 2004**
 - The USSSO realized that it was THE ONE OFFICE that had the most need to know
 - USEUCOM Policy Memorandum 04-04 grants USSSO the key decision-making role, and charges DOCPER to conduct the processing, on behalf of USSSO, for all defense agencies in Italy
- **DOCPER functions as the “front office/back office” for USSSO**

Accreditation Documentation

USSSO memo to
Italian consulate
for “missione
visa”



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

DOCPER memo
authorizing
“soggiorno”



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
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AEAGA-DOCPER 03-Dec-2009

MEMORANDUM FOR ██████████ USACECOM C4ISR RSC
USACECOM C4ISR RSC-Europe APO, AE US 09081

DOCPER-issued
document
authorizing ID
card

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 DMS No. 0724-0415
DMS approval required

SECTION I EMPLOYEE INFORMATION	1. NAME (LAST, FIRST, MIDDLE)			2. VBI
	8. PAY GRADE	7. OBI CAT	9. CITIZENSHIP	
	GSE-12	IV	US	
	13. CURRENT RESIDENCE ADDRESS			
	16. CITY	18. STATE	19. ZIP	
	Vicarello,	TO		
	20. CITY OF DUTY LOCATION	21. STATE	22. ZIP	
	Camp Darby-Tirrenia			
	24. SPONSORING OFFICE NAME			
	USACECOM C4ISR RSC			
26. SPONSORING OFFICE ADDRESS (Street, City, State)				
Information provided through Contract				
28. SUPPLEMENTAL ADDRESS INFORMATION				

-- 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 TASS



Some Mission Visa Rules

- **Mission visa in tourist passport = permission to enter Italy.**
- **USSSO memorandum to the Italian consulate**
 - **The appropriate “Italian consulate” is the one nearest the contractor employee’s home of record**
 - **Unless the contractor employee already has NATO SOFA status in Germany, use the Italian consulate in Frankfurt:**
 - **Will only process those who already have NATO SOFA status in Germany**
 - **Make an appointment (don’t assume you can just walk in)**
 - **Mission visas are requested for 1 year. For shorter contracts, the COR should consult with DOCPER**
 - **Passport needs to be valid for more than one year**
- **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

- **Mission visa in tourist passport = permission to enter**
BUT... NO mission visa - NO Mission Soggiorno
Mission Soggiorno = permission to stay and work
- **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**
- **Keep your 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?

- **From the 1995 Shell Agreement:**
 - **Technical representatives of firms having special relationship with USF, when they come to Italy for other than temporary visits**
- **From the Tri-component Directive:**
 - **Possess high degree of skill/ knowledge in order to complete complex or scientific tasks, acquired through higher education or a long period of training/experience**
- **The definition of a TR is broader than “Technical Experts” (Germany). The definition also includes:**
 - **Troop Care service providers (doctors, dentists, etc.)**
 - **Analytical Support service**



What are Civilian Personnel?

- **“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 Tri-component 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.**



Who is not a TR or CP?

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.



TR/CP Rules

- **When an applicant terminates his/her employment they will need to return the soggiorno to the Base liaison office.**
- **Renewal Process, ECOPS has in the applicant information a MOD Soggiorno Visa Update, the COR or Vrep will start the MOD and provides to applicant for completion, submit the MOD in ECOPS, ensure some time for the renewal process**

Ensure that Housekeeping is completed.

Family member employment, only dependents of active duty military or Civilian employees can get status accreditation.

We cannot provide status accreditation for dependents of contractor employees.

The family member will need to leave with the Spouse Italy.



Accreditation as TR or CP is Important

- 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 of active duty or civilian employees can work as contractors in Italy
- Children over 21 years can attend a University in Italy.



Starting the Accreditation Process

- **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



Contract Approval

1. **COR provides copy of their COR designation letter or memo with Contract, PWS to DOCPER to usarmy.wiesbaden.usareur.mbx.odcs-g1-docper@army.mil**
2. **DOCPER provides the COR with LOGIN access to the Electronic Contractor Online Processing System (ECOPS)**
3. **COR can designate a vendor representative as “Vendor Representative” (VRep), and delegate most of the data entry to the VRep**
4. **COR provides DOCPER with contract information and documentation through ECOPS**
 - Upload the executed contract document
 - Provide contract information, name of vendor, name and contact info of the VRep, position locations
 - Upload the executed contract document and PWS/SOW
 - Upload the job description(s) which articulate duties and minimum education/experience requirements for Italy
5. **Contract approved.**

NOTE: VRep can do the data entry, but only the COR can make formal submissions to DOCPER



Applicant Approval

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 Resume Builder
- Upload applicant’s offer letter or employment verification letter as signed by a company representative not older than 2 months.
- Upload the Passport Picture page

2. COR reviews for accuracy and submits application for review

3. RENEWALS:

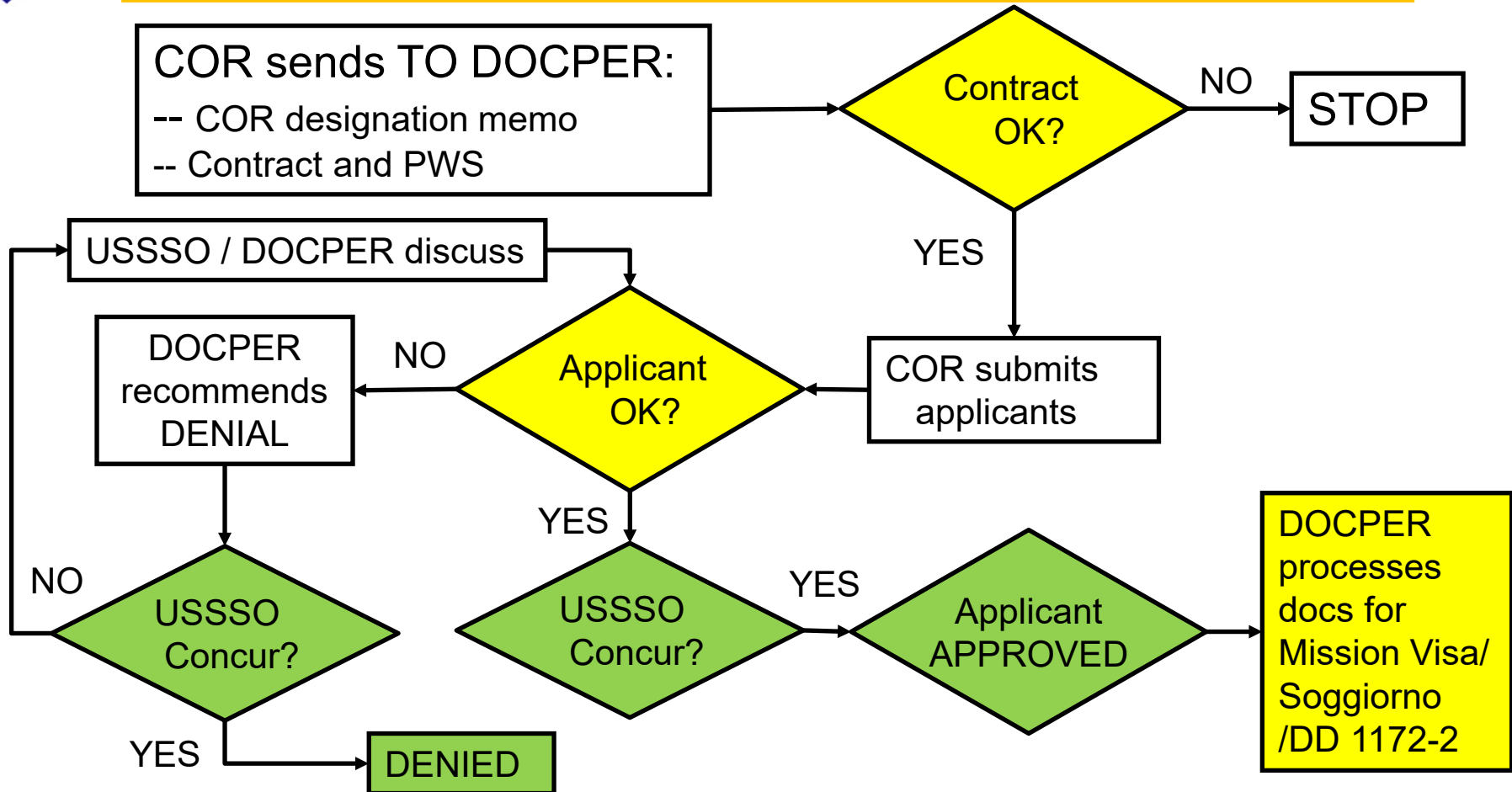
- COR or Vrep logs into ECOPS, selects the applicant and request a MOD for Visa/Soggiorno update, submit to Applicant to update information add Missione Visa and current Soggiorno/soon expiring soggiorno and submit to COR
- COR will check the renewal documents in ECOPS and submit to DOCPER for review
- DOCPER reviews the application and provide a new DOCPER Accreditation Letter, new DD 1172-2, as appropriate



Standards for Accrediting TRs and CPs

- **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?
 - A bachelor's degree in a related field OR;
 - An associate's degree in a related field plus 4 years specialized experience OR;
 - High School diploma and at least 8 years of specialized experience
 - Is the individual NOT “ordinarily resident”?
- **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”?
[NOTE: CPs have no education/experience requirement]

Overview of the Process



NOTE: "YELLOW" fill indicates DOCPER Action

NOTE: "GREEN" fill indicates USSSO Action



What is meant by “ordinarily resident?”

- **Under the Tri-Component 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
 - To change the OR status, they have to leave the country for more than one year establish residence in the US and then reapply for status accreditation in Italy.



Other Residency Issues

- **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]

- **The time-frame for “losing” OR status is one 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**



Background Information

- **Bilateral Infrastructure Agreement (Classified)**
- **Shell Agreement**
- **Tri-component Directive**
- **Civilian Personnel Annex**

All the above can be found at:

USSSO Web site <https://it.usembassy.gov/embassy-consulates/rome/sections-offices/ussso/>

DOCPER Web site:

<https://www.europeafrica.army.mil/contractor/>



QUESTIONS?



Controlling Access

HOW DO YOU CONTROL ENTRY OF CONTRACTORS AND OTHER “CIVILIAN PERSONNEL” COMING INTO ITALY?

First, “cordon off” Italy to control the influx of contractors and others

HOW? USSSO worked with MFA to ensure Italian consulates followed one simple rule: No USSSO memorandum, no “missione visa”



Second, make sure that all ID card facilities know the rules: No NATO SOFA status for contractors and other “Civilian Personnel” unless they have documentation from USSSO and DOCPER.



The Shell Agreement of 1995

- A bilateral agreement between the Ministry of Defense in Italy and the US Department of Defense
- Provides broad guidance regarding NATO SOFA status for members of the US Forces in Italy, members of the Civilian Component, and other Civilian Personnel, including broad definitions of the types of benefits to be provided to individuals who enjoy NATO SOFA status
- Provides broad definitions of Civilian Component, Civilian Personnel, and Technical Representatives
- Provides the legal basis for policies, practices, and procedures for the granting of status under NATO SOFA to individuals that are members of, or are supporting, the US Forces in Italy



The Tri Component Directive

- COMUSNAVEUR INSTRUCTION No. 5840.2E, USAREUR REGULATION No. 550-32, USAFE INSTRUCTION, No. 36-101, or the Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status
- This directive promulgates the DoD Country Regulations for Italy concerning Civilian Personnel (CP) and Technical Representative (TR) status
- Provides for the special treatment (status) of the stationing forces and those civilians supporting the forces, including TRs and other CPs authorized Individual Logistical Support (ILS)
 - Customs exemptions
 - Commissary and Exchange
 - POL Coupons
 - POV Registration
 - US Forces drivers licenses
 - Exemption from Italian taxes