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Contractor Accreditation Process--Italy

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http://www.eur.army.mil/g1/content/CPD/docper/docper_italyOps.html

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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 about contractors in Italy
 - USEUCOM Policy Memorandum 04-04 grants the USSSO the key decision-making role and charges DOCPER to conduct the status accreditation process on behalf of the 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

MEMORANDUM FOR ITALIAN CONSULATE

Visas Code 30/Ser. TR_34473
03-Aug-2010

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
FAX: (0621) 487-3265

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.

APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD

MARK HERE FOR CIVILIAN OR CONTRACTOR PRE-ELIGIBILITY <input type="checkbox"/>		DMM No. 0704-0415 DMM approval applies	
SECTION I EMPLOYEE INFORMATION	1. NAME (Last, First, Middle)	Abbott, Wilfred Fitzroy	
	6. PAY GRADE	7. GEN CAT	8. CITIZENSHIP
	GSE-12	IV	
	13. CURRENT RESIDENCE ADDRESS		
	via Don L Raglianti 47		
	18. CITY		
	Vicarello,		
	22. CITY OF DUTY LOCATION		
	Camp Darby-Tirrenia		
24. SPONSORING OFFICE NAME		W15P7T-06-D-E404	
USACECOM C4ISR RSC			
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)		27. SPONSORING OFFICE TELEPHONE NUMBER	
Information provided through Contractor Verification System		050548966	
28. SUPPLEMENTAL ADDRESS INFORMATION		29. OVERSEAS ASSIGNMENT (Country)	

-- Get the CAC or ID card once you are in Italy
-- Don't try to get it in the US



Some Mission Visa Rules

- **Mission visa in tourist passport = permission to enter**
- **Authorized by USSSO memo to the Italian consulate**
 - **The appropriate “Italian consulate” is the one nearest the contractor employee’s home of record**
 - **Only individuals with current NATO SOFA status in Germany may use the Italian consulate in Frankfurt:**
 - **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**
 - **Tourist passport needs to be valid for more than one year**
- **NO mission visa will be granted for contracts with less than 90 day remaining under the current PoP**
 - **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
- **Authorized by the DOCPER accreditation letter**
 - **The 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**
- **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 services**



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 Questura Liaison Office**
- **For applicant renewal, provide DOCPER with the e-mail address of the applicant so we can start the renewal process**
- **Allow for sufficient time for renewal processing**
- **Ensure that Housekeeping is completed**
- **For dependents, TR/CP status depends on the continued status of the spouse/sponsor. It is required that dependents leave Italy when the sponsor leaves. A contractor cannot transition in place from approved dependent to independent approval**



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/task order
- 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 to DOCPER
2. DOCPER provides the COR with LOGIN access to the DOCPER Contractor Online Processing System (DCOPS)
3. COR can designate a vendor representative as “Program Manager” (PM), and delegate most of the data entry to the PM
4. COR provides DOCPER with contract information and documentation through DCOPS
 - Upload the executed contract document
 - Provide contract information, name of vendor, name of the PM, position locations
 - Upload the executed contract document and PWS/SOW
 - Upload the job description(s) which articulate duties and minimum education/experience requirements
5. Contract approved.

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



Applicant Approval

After contract approval:

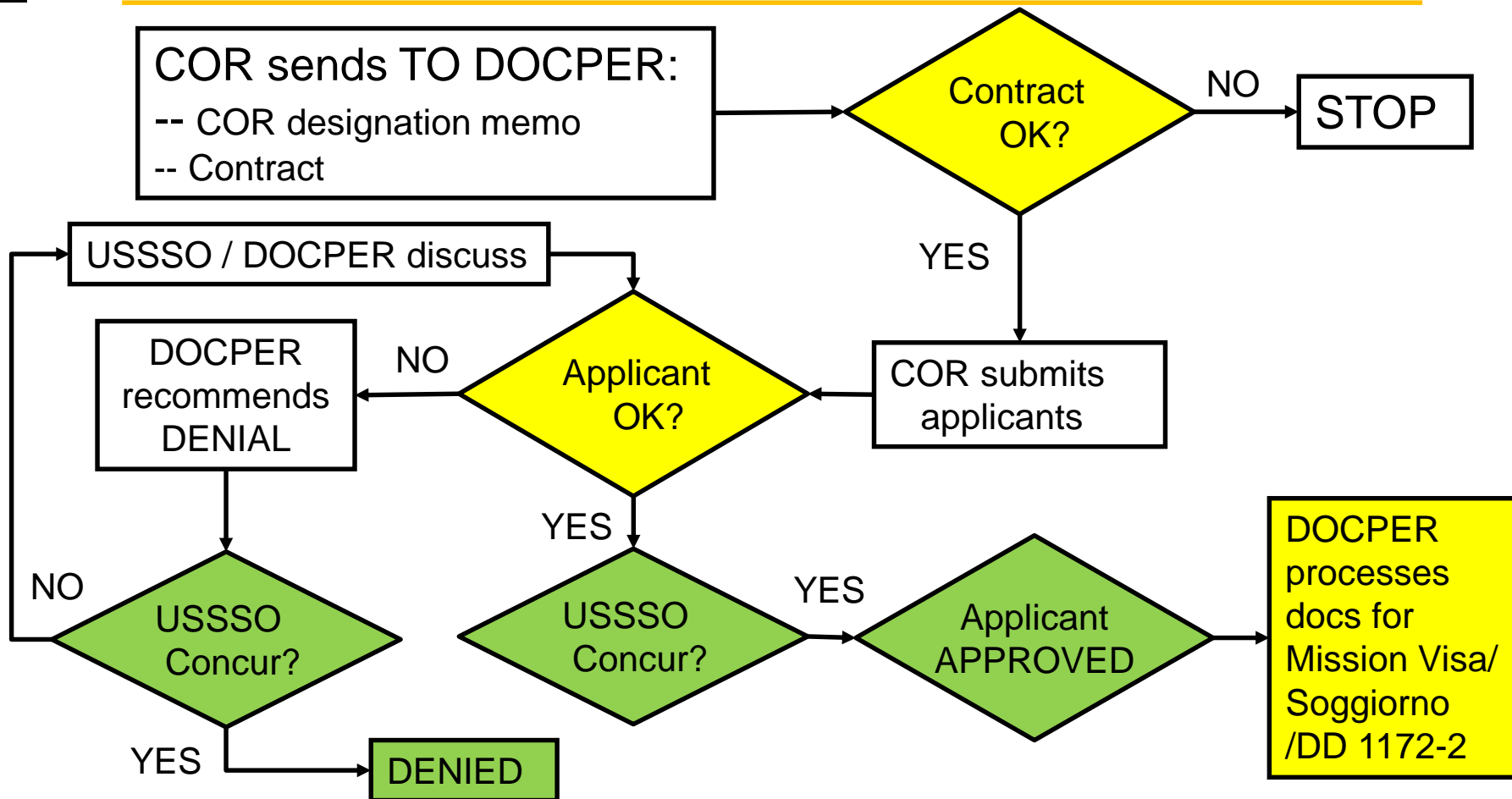
1. **COR / PM generates DCOPS login for each applicant**
 - Applicant provides information necessary to determine if the applicant is qualified and not “ordinarily resident” in Italy
 - Upload his/her resume (entire work history, locations, month/year to month/year no gaps or overlapping timeframe)
 - Upload applicant’s offer letter or employment verification letter as signed by a company representative
 - Upload the Approved job description (same JD uploaded at contract stage)
 - Upload the Passport Picture page
2. **COR reviews for accuracy and submits application for review**
3. **RENEWALS:**
 - Notify DOCPER Italy Team with the applicant’s name, and e-mail address
 - DOCPER generates a login for the applicant and sets the status to: “Currently a TR needs soggiorno/ID Card renewal”
 - Applicant updates the application, uploads all required documents (ESPECIALLY, current or expiring mission Soggiorno), submits to COR
 - COR reviews for accuracy and submits application 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;
 - A major certification in a related field plus 4 years specialized experience OR;
 - A high school diploma plus 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 specific 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
- **A person who is determined to be OR may be approved only after they have left Italy for more than one year to re-establish residence other than 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 <http://italy.usembassy.gov/>

DOCPER Website: <http://www.eur.army.mil/g1/content/CPD/docper.html>



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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



Kinds of ID Cards Issued

ID Card Forms: IDs for Contractor Employees and "other Civilian Personnel" Accredited in Italy by DOCPER <small>*(less the Civilian Component)</small>						
Country	Contractor or Other Civilian Personnel	Documents Issued by DOCPER	CVS Entry Required?	ID Card Facility Action		
Date: 12 Aug 12						
Italy	"Technical Representatives" (Contractors)	DD 1172-2 and DOCPER Letter of Accreditation	CVS entry required WITH background vetting required	Issues CAC		
	Bank Employees (Contractors)			Issues CAC		
	University Employees (Contractors)			Issues CAC		
	Religious Activity Resource Personnel (Contractors)			Issues CAC		
	Credit Union Employees (Treated as Contractors)			Issues CAC		
	Red Cross Employees (Treated as Contractors)			Issues CAC		
	Foreign Military Sales (Contractors) <small>Letter of Offer and Acceptance (LOA) must specify that contractor personnel are entitled to all rights and privileges accorded under the NATO SOFA and any related implementing agreements.</small>			Issues CAC <small>FMS contractors are provided accreditation documentation as a courtesy to allow them to receive logistical support, if so entitled.</small>		
	Navy Marine Corps Relief Society (Treated as Contractors)			Issues CAC		
	Boy Scout / Girl Scout Executives (Gets ID & Priv card)			DD 1172-2 and DOCPER Letter of Accreditation	CVS entry required NO background vetting required	Issues DD 2765 <small>(Execs only, not dependents)</small>
	United Services Organization (USO) (Gets ID & Priv card)					Issues DD 2765
Certain Service organizations -- Army Emergency Relief -- Air Force Aid Society -- United Seamen's Service	DOCPER Letter of Accreditation and DD 1172	NO CVS entry required	DOCPER Letter of Accreditation will advise component ID card facility that it may issue appropriate component ID and Privilege Card, if authorized. Neither CAC nor DD 2765 is authorized.			



Who Gets a CAC?

ID Card Forms: IDs for Contractor Employees and "other Civilian Personnel"* Accredited in Italy by DOCPER
 *(less the Civilian Component)

Country	Contractor or Other Civilian Personnel	Documents Issued by DOCPER	TASS Entry Required?	ID Card Facility Action
Date: Sep 2014				
Italy	"Technical Representatives" (Contractors)	DD 1172-2 and DOCPER Letter of Accreditation	TASS entry required WITH background vetting required	Issues CAC
	Bank Employees (Contractors)			Issues CAC
	University Employees (Contractors)			Issues CAC
	Religious Activity Resource Personnel (Contractors)			Issues CAC
	Credit Union Employees (Treated as Contractors)			Issues CAC
	Red Cross Employees (TASS entry: "Non-Federal Agency Civilian Associate/American Red Cross Employee")			Issues CAC
	Foreign Military Sales (Contractors) Letter of Offer and Acceptance (LOA) must specify that contractor personnel are entitled to all rights and privileges accorded under the NATO SOFA and any related implementing agreements.			Issues CAC FMS contractors are provided accreditation documentation as a courtesy to allow them to receive logistical support, if so entitled.
	Navy Marine Corps Relief Society (Treated as Contractors)			Issues CAC



Who gets a DD 2765 or other ID?

ID Card Forms: IDs for Contractor Employees and "other Civilian Personnel"* Accredited in Italy by DOCPER

*(less the Civilian Component)

Country	Contractor or Other Civilian Personnel	Documents Issued by DOCPER	TASS Entry Required?	ID Card Facility Action
Date: Sep 2014				
	Boy Scout / Girl Scout Executives (Gets ID & Priv card)	DD 1172-2	TASS entry required	Issues DD 2765 (Execs only, dependents get AE 600-700A)
	United Services Organization (USO) United Seamen's Service (USS) (Gets ID & Priv card)	and DOCPER Letter of Accreditation	NO background vetting required	Issues DD 2765
	Certain Service organizations -- Army Emergency Relief -- Air Force Aid Society	DOCPER Letter of Accreditation and DD 1172	NO TASS entry required	DOCPER Letter of Accreditation will advise component ID card facility that it may issue appropriate component ID and Privilege Card, if authorized. Neither CAC nor DD 2765 is authorized.

These organizations generally employ volunteers, not professional staff.