

CIVILIAN PERSONNEL ACCREDITATION PROCEDURES IN THE REPUBLIC OF ITALY

1. **Purpose: This document –**

- a. Provides overall guidance on accreditation of "Civilian Personnel" in Italy.
- b. Provides specific guidance on seeking accreditation of DoD contractor employees as Technical Representatives (TRs) in Italy.
- c. Establishes procedures for defining contract positions that may qualify as TR positions, and for accrediting individual contractor employees as TRs.
- d. Provides forms for determining TR status (Contract /Delivery Order Registration Form, Appendix A, and Application for Accreditation as a Technical Representative in Italy, Appendix B), a form for Application for Accreditation as a Civilian Personnel Employee in Italy (Appendix C) and a sample clause (Appendix D) for contracts including TRs.

2. **References:**

- a. NATO SOFA: Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of Their Forces, signed at London on 19 June 1951 and ratified in Italy as Law No. 1335 of 30 November 1955.
- b. Shell Agreement: Memorandum of Understanding Between the Ministry of Defense of the Republic of Italy and the Department of Defense of the United States of America Concerning Use of Installations/Infrastructure by the U.S. Forces in Italy, 2 February 1995.
- c. Tri-Service Directive on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status (COMUSNAVEUR INST. No. 5840.2E; USAREUR REGULATION No. 550-32; USAF INSTRUCTION No. 36-101), 20 February 2004.

3. **Background.** The Shell Agreement provides that persons closely affiliated with the U.S. Forces and under their authority, but not employed by them, may be designated as Civilian Personnel. A Civilian Personnel employee is exempt from the payment of Italian income tax, is eligible for individual logistic support (ILS), and is required to be in possession of a "missione" visa placed in a tourist passport prior to entry into Italy. Italian citizens and persons ordinarily resident in Italy cannot be accredited as Civilian Personnel.

4. **Responsibilities.**

- a. **United States Sending State Office for Italy (USSSO):** The U.S. European Command (EUCOM) office, at American Embassy, Rome, is responsible for implementing the accreditation of Civilian Personnel in accordance with the above listed references.
- b. **DoD Contractor Personnel Office (DOCPER):** The office designated by EUCOM to process on behalf of the USSSO applications for accreditation as Civilian Personnel.
- c. **Servicing Staff Judge Advocate:** The Staff Judge Advocate (SJA) office designated to carry out necessary legal functions in connection with the process of accreditation of Civilian Personnel. Each military component command may designate one or more such offices. (See Appendix E).

5. **Definitions:**

- a. **Civilian component:** The term "civilian component," as defined in references 2a-c., is hereby incorporated by reference into this guidance.
- b. **Civilian personnel:** The term "civilian personnel," as defined in reference 2.b and 2.c., includes the "civilian component" plus persons who are closely affiliated with the United States Forces and under their authority, but not employed directly by them, on the condition that the presence of such persons in Italy is recognized by both governments as necessary in connection with the functioning of the installations. Such persons, for example, include: essential personnel of the USO, credit unions, schools/universities (other than Department of Defense Dependent Schools (DoDDS) and the Red Cross; and Technical Representatives).

(NOTE: In this guidance, the term "Civilian Personnel" refers to members of the civilian personnel less the civilian component. This guidance does not cover the civilian component).

- c. **Technical Representatives:** TRs, as defined in Section II of reference 2.c., is hereby incorporated by reference into this guidance. In particular, TRs are Civilian Personnel who are employees of firms having special relations with the United States Armed Forces, when such persons come to Italy for other than temporary visits. TRs 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. Examples of positions that have been accredited as TRs include warranty repair technicians for repair of complex equipment; key executive and supervisor positions in government-owned, contractor-operated facilities that perform major maintenance on U.S. government-owned vehicles; and computer software engineers. Examples of positions that have been denied TR status include administrative personnel; automobile sales representatives; carpenters; masons; painters; plumbers; sales representatives for china, jewelry, clothes, computers, encyclopedias, and similar items; and secretaries and typists.
- d. **Temporary visit:** A stay in Italy of less than 90 days duration.
- e. **Ordinarily resident:**
 - (1) The term ordinarily resident, as defined in reference 2.c, is hereby incorporated by reference into this guidance.
 - (2) Individuals who are ordinarily resident will not be accredited as Civilian Personnel.
 - (3) Individuals applying for continuation or renewal of Civilian Personnel accreditation may have their application revoked or renewal denied if they are deemed ordinarily resident under the criteria in reference 2.c.
 - (4) In accordance with paragraph 3.d. of reference 2.c., persons who depart Italy after becoming ordinarily resident with the intent to establish permanent residence elsewhere, may be considered for Civilian Personnel accreditation only if the facts and circumstances clearly demonstrate that they departed Italy with the intent to establish permanent residence outside of Italy.
- f. **Individual Logistic Support (ILS):** ILS privileges may include access to tax-free and duty-free shopping at base exchanges and/or commissaries, military postal and banking services, privately-owned vehicle registration and eligibility for purchase of tax-free gasoline, tobacco and spirits, dependent schools and other installation morale, welfare, and recreation programs. Only individuals who are accredited as Civilian Personnel are eligible for ILS for themselves and their family members. Whether an accredited TR receives ILS depends upon a number of circumstances such as the terms of the contract, consideration for services provided, and applicable service component regulations and policies. Lack of availability of any ILS service shall not serve as a basis for a claim against the U.S.

Government. Component ILS policies are beyond the scope of this guidance except to the extent that no ILS shall be provided to individuals who are not accredited as Civilian Personnel. In addition to ILS, individuals who are accredited as Civilian Personnel are exempt from host-nation income tax, and are permitted duty-free importation of personal property and motor vehicles.

- g. **Contracting Officer's Representative (COR):** For accreditation of TRs, the COR, or contracting officer's representative, serves as the liaison between the contracting officer, the contractor, the command, installation or activity where the work is being performed, and any other office or entity on matters pertaining to TRs performing work under the terms of the contract.
- h. **Proponent Office:** The DoD agency, command, directorate, or office in Italy that is using or requires the services of the DoD contractor, or the office closely affiliated with the U.S. Forces that seeks to employ Civilian Personnel.

6. **Technical Representatives: Solicitations and Contracts.**

- a. **Solicitations:** Consistent with individual component contracting procedures, solicitations shall:
 - (1) Identify contract work that the U.S. Government intends to be performed by TRs, identify the positions that would conduct that TR work, and specify that any contractor employees sent by the contractor to Italy for other than a temporary visit and who has not received TR accreditation and a *missione* visa, will not be accredited as a TR.
 - (2) Identify applicable regulations and policies concerning ILS and state what ILS privileges, if any, will be provided to accredited TRs. If the availability of ILS is unknown, the solicitation shall so state.
- b. **Contracts to be used in Italy shall, to the extent possible:**
 - (1) Identify positions for which TR accreditation will be requested.
 - (2) Define whether ILS will be provided to contractor employees who are accredited as TRs.
 - (3) Identify any applicable service component regulations and policies limiting ILS.
 - (4) State that no equitable adjustment will be made for unavailability of ILS to any non-TR positions or personnel.
 - (5) Contain a clause (see example at Appendix D) requiring the DoD contractor to ensure that positions intended to be filled by TRs need to be identified as soon as possible following award, and prior to the contract's first use in Italy, in accordance with this guidance. The contract also shall specify that any employee sent by the contractor to Italy for other than a temporary visit who has not received TR accreditation and a *missione* visa, will not be accredited as a TR.
- c. A service component or individual base commander may notify USSSO or DOCPER at any time regarding the extent of ILS to be granted to TRs under any specific contract or located on specific installations.

7. **Technical Representatives: Accreditation for Contractor Employees in Italy.**

- a. **General:** There are two categories of employees of DoD contractor employees in Italy: (1) those who are accredited as TRs and, (2) those who are employed under locally prevailing conditions of employment and are not considered TRs.
 - (1) Technical Representatives: TRs require a *missione* visa and sojourn permit (*permesso di soggiorno, or soggiorno*). They are exempt from Italian income taxation, labor legislation and

social contributions. TRs are eligible for ILS, as described in 5.f. above. The following persons may not acquire TR status: a person who is an Italian national, a person ordinarily resident in the Republic of Italy, a national of any state (country) not party to the North Atlantic Treaty, or a stateless person.

- (2) Non-Technical Representatives: Persons determined not to meet the criteria of TRs as defined above require Italian working visas. In addition, they are employed under local prevailing conditions of employment and are subject to Italian income taxation, labor legislation, and social contributions; and they are not eligible for individual and family ILS.
- b. **Applicability:** Accreditations for TR are required for contractor employees on any new contract that proposes the use of TRs in Italy. Accreditations for TR are also required for addition of new TRs on existing contracts.
- (1) New Contracts: A new contract is any contract, newly-awarded or existing, that has not yet been used in Italy. Follow-on or successor contracts, even if awarded to the same company with the same statement of work (SOW) and job descriptions (JDs), are new contracts.
 - (2) Existing Contracts: Contracts for which TRs currently are approved. TRs may be added when a TR contractor employee terminates, or in the case of changed contractual requirements. In general, only the Application for Accreditation as a Technical Representative in Italy is required.
 - (a) Extensions: Contract documents that extend the length of a contract must be submitted before the expiration of the existing period of performance in order to renew TR status for the accredited contractor employee.
 - (b) Modifications: Contract documents that materially amend the terms of a contract must be submitted. These modifications usually consist of one or more of the following:
 - (i) Change in SOW; and
 - (ii) Change in type or number of TR positions;
- c. **Determinations:** Contracts that propose performance by a TR require two determinations before contractor employees can be accredited TR status in Italy:
- (1) Whether the positions to be utilized in contract performance meet the definition of TR positions, and,
 - (2) Whether the persons proposed to fill the positions can be accredited as TRs, including determination of whether such persons are ordinarily resident in Italy.
- d. **Process:**
- (1) To obtain TR accreditation, the Contracting Officer or the COR shall submit to DOCPER the required contract information and individual requests for accreditation as a TR for each contractor employee for whom the proponent office seeks such status. This submission must occur prior to performance of any contract that proposes to use TRs in Italy.
 - (2) Information Required for Accreditation of Technical Representatives
 - (a) Contract Registration: For each contract that proposes to use TRs in Italy, the Contracting Officer or the COR shall submit to DOCPER a completed Contract/Delivery Order Registration Form (Appendix A), supported by relevant pages from the contract (as identified in Appendix A). Among other items, the Contract Registration Form requires the following information:
 - (i) Contract Number;

- (ii) Name of contractor;
 - (iii) Date of contract award;
 - (iv) Contract expiration date;
 - (v) Expiration date of current period of performance;
 - (vi) Proponent office in Italy (name, address, POC, etc.);
 - (vii) COR (name, address, etc.);
 - (viii) Summary of work to be performed by the contractor, and job descriptions for positions requiring the use of TRs;
 - (ix) The provisions in the contract that provide for ILS; and
 - (x) Total number of employees in each job description to be employed.
- (b) Application for Accreditation as a Technical Representative in Italy: For each employee proposed as a TR, the Contracting Officer or the COR shall provide to DOCPER a completed Application for Accreditation as a Technical Representative in Italy (Appendix B), and include the following information:
- (i) Identification of employee by full name, date of birth, place of birth, and social security number; identification of spouse and nationality, and date of birth and relationship of all dependents.
 - (ii) Information for each contractor employee necessary to verify nationality and ordinarily resident status. In particular, the contractor employee should provide legible photocopies of the inside cover of the tourist passport and front page with the photograph, and any pages containing Italian Visa Stamp(s), including the *missione* visa. Provide legible copies of any previous *soggiornos* or applications for a *soggiorno*, if applicable;
 - (iii) Information identifying the contract, the position under the contract for which the TR accreditation is sought, and the anticipated location and start date of employment;
 - (iv) Resume of contractor employee. (The resume should show dates and locations for each position held for previous 10 years);
 - (v) Signature of contractor employee attesting to the truth of the information provided, and acknowledging that abuse of NATO SOFA privileges may result in loss of TR accreditation and its attendant privileges, and that the U.S. Government retains the right to withdraw privileges as a result of contractor employee abuse at no additional cost to the U.S. Government.
- (3) DOCPER will process Contract Registration and Application for Accreditation as a Technical Representative in Italy forms and provide its recommendations to USSSO within 10 working days of receipt of all required information.
- (4) Approvals and Denials.
- a. Initial accreditations: USSSO will evaluate each request for accreditation, and as appropriate, issue an individual letter of accreditation for each contractor employee to be accredited as a TR under the Shell Agreement, or issue a letter of denial for each contractor employee ineligible for TR accreditation. USSSO and DOCPER will maintain copies of submissions and letters of accreditation and letters of denial issued.
 - (i) Individual letters of accreditation and corresponding DD 1172-2 forms will be issued for the length of the current period of performance for each contractor employee determined eligible for TR accreditation.
 - (ii) ILS: ILS will be authorized for TRs if the contract provides for ILS. If the contract does not provide for ILS, or service component regulations and

policies preclude granting of ILS, the accreditation documents will provide for TR accreditation without ILS.

- (iii) USSSO shall issue individual letters of denial for those deemed not to qualify for accreditation as TRs. Denial letters will indicate whether the denial is based on the position (as defined by the SOW and JD), the individual's qualifications, or that the individual is ordinarily resident in Italy.
 - (iv) USSSO shall transmit accreditation and denial letters to the Contracting Officer or COR, who shall transmit the determinations to the DoD contractor.
- b. Renewal accreditations: DOCPER will evaluate renewal requests for accreditation and verify the contract period of performance for each contractor employee for whom renewal of TR accreditation is requested.
- (i) DOCPER will issue individual letters of renewal of accreditation, if appropriate. Individual letters of renewal of accreditation and corresponding DD 1172-2 forms will be issued for the length of the current period of performance for each contractor employee determined eligible for renewal of TR accreditation.
 - (ii) USSSO shall issue individual letters of denial for those deemed not to qualify for renewal accreditation as TRs.
 - (iii) Accreditation and denial letters shall be transmitted to the Contracting Officer or COR, who shall transmit the determinations to the DoD contractor.
- (5) Upon receipt of the letter of accreditation or denial, the Contracting Officer or COR will notify the contractor regarding the disposition of TR status for each contractor employee for whom TR accreditation has been requested.

8. Accreditation for Civilian Personnel other than TRs

- a. **General:** Those individuals who are accredited as Civilian Personnel require *missione* visas and sojourn permits. They are exempt from Italian income taxation, labor legislation and social contributions. Civilian Personnel are eligible for ILS, as described in 5.f. above. Any individual who is an Italian national, or a person ordinarily resident in the Republic of Italy, or a national of any state (country) not party to the North Atlantic Treaty, or a stateless person may not acquire accreditation as a member of the Civilian Personnel.
- b. **Process:**
- (1) To obtain accreditation, the proponent agency shall submit to DOCPER the Application for Accreditation as a Member Of the Civilian Personnel in Italy (Appendix C) for each individual for whom the proponent office seeks such status.
 - (2) List of Essential Personnel: Proponent offices for the USO, credit unions, schools/universities (other than DoDDs) and the Red Cross will propose to USSSO Rome through DOCPER a listing of job descriptions and salary scales of positions deemed by the proponent agency to qualify as "essential personnel." The proponent agency will describe why each position is essential, and the number and locations of the personnel to be assigned to such positions in Italy. The USSSO will determine which positions are essential in light of references 2.b. and 2.c. and respond with a final approved list of essential personnel to the proponent agency. Employees in positions that are not

approved as "essential personnel" cannot be accredited as Civilian Personnel, or continue their current status, if currently holding accreditation as Civilian Personnel.

- (3) Information Required for Accreditation: The proponent office will submit to DOCPER a completed Application for Accreditation as a Member Of the Civilian Personnel in Italy for each individual proposed for Civilian Personnel status, and include the following information:
 - (i) Identification of employee by full name, date of birth, place of birth, and social security number; identification of spouse and nationality, and date of birth and relationship of all dependents;
 - (ii) Information for each employee necessary to verify nationality and ordinarily resident status. In particular, the contractor employee should provide photocopies of the inside cover of the tourist passport and front page with the photograph, and any pages containing Italian Visa Stamp(s). Provide copies of any previous *soggiornos* or applications for a *soggiorno*, if applicable;
 - (iii) Information identifying the organization, and the position in the organization that the individual will fill. For the USO, credit unions, schools and the Red Cross, the position must be on the USSSO-approved listing of "essential personnel";
 - (iv) Resume of the employee. (The resume should show dates and locations for each position held for previous 10 years);
 - (v) Signature of the employee attesting to the truth of the information provided, and acknowledging that abuse of NATO SOFA privileges may result in loss of status and its attendant privileges, and that the U.S. Government retains the right to withdraw privileges as a result of employee abuse at no additional cost to the U.S. Government.
- (4) Application for Accreditation as a Member Of the Civilian Personnel in Italy: DOCPER will process applications and provide its recommendations to USSSO within 10 working days of receipt of all required information.
- (5) Approvals and Denials.
 - (i) Initial accreditations: USSSO will evaluate each request for accreditation, and as appropriate, issue an individual letter of accreditation for each individual to be accredited as a member of the Civilian Personnel under the Shell Agreement, or issue a letter of denial for each employee ineligible for accreditation. USSSO and DOCPER will maintain copies of submissions and letters of accreditation and letters of denial issued.
 - (ii) Individual letters of accreditation and corresponding DD 1172-2 forms will be issued for up to three years.
 - (iii) USSSO shall issue individual letters of denial for those deemed not to qualify for status.
 - (iv) USSSO shall transmit accreditation and denial letters to the proponent office, who shall transmit such determinations to the applicant.
 - (v) Renewal accreditations: DOCPER will evaluate renewal requests for accreditation. DOCPER will issue individual letters of renewal of accreditation, if appropriate. Individual letters of renewal of accreditation and corresponding DD 1172-2 forms will be issued for up to three years for each employee determined eligible for renewal of accreditation.
 - (vi) USSSO shall issue individual letters of denial for those deemed not to qualify for renewal accreditation.
 - (vii) Accreditation and denial letters shall be transmitted to the proponent agency, who shall transmit the determinations to the applicant.

9. Civilian Personnel: Compliance with Italian requirements:

- a. All Civilian Personnel for whom accreditation is granted will apply for and obtain a *missione* visa prior to arrival in Italy. This visa can be obtained from the Italian Consulate authorized to issue the *missione* visa for the jurisdiction in which the individual resides. Under the Shell Agreement, individuals cannot obtain the status of Civilian Personnel if such personnel will be in Italy for less than 90 days. Any employee arriving in Italy without the *missione* visa is not a member of the Civilian Personnel and may not commence work without a proper work visa.
 - (1) By direction of the Italian Ministry of Foreign Affairs, no Italian Consulate may issue the *missione* visa to a Civilian Personnel employee without presentation to Consulate authorities of a letter of accreditation issued by USSSO. A Civilian Personnel employee who improperly obtains the *missione* visa will be denied accreditation.
 - (2) Within eight (8) days of arrival in Italy, Civilian Personnel employees will report to the servicing SJA and present (i) a copy of the letter of accreditation; and, (ii) the original passport containing the *missione* visa issued by an Italian consulate. If in order, the individual must then apply through the appropriate installation office for *ai soggiorno* from the local *Questura*.
- b. ID Cards:
 - (1) The employee shall take the *soggiorno* (or a copy of the application letter for the *soggiorno*), passport, letter of accreditation as a member of the Civilian Personnel, and accompanying form DD 1172-2 to the ID card facility to receive the United States DoD/Uniformed Services Identification and Privilege Card [also known as the Common Access Card (CAC)].
 - (2) All ID card facilities for all components shall be instructed to issue no ID cards granting status unless the Civilian Personnel employee presents both a valid accreditation letter and an accompanying DD 1172-2 signed by the servicing SJA, its designee, or by DOCPER. For TRs, the DD 1172-2 will be issued only for the length of the current period of performance in the contract and must be the same as the period of performance specified in the Letter of Accreditation. For other Civilian Personnel, the DD 1172-2 will be issued for up to three years.
 - i. Initial accreditation letters: Valid only if signed by USSSO.
 - ii. Renewal accreditation letters: Valid only if signed by USSSO or DOCPER.
- c. Reconsideration Process: If the proponent office disagrees with the determination of USSSO to deny accreditation, the proponent office may request that the USSSO reconsider its decision.
 - (1) In coordination with the Servicing SJA, the proponent office will prepare an appeal letter setting forth the basis for its disagreement with the decision. The letter must be signed by an O-6 or above, or civilian equivalent and provided to USSSO within 30 days of the date of the decision under appeal.
 - (2) USSSO may consult with the servicing SJA or the proponent office prior to reaching its decision.
 - (3) The reconsideration decision of USSSO is final.
- d. Termination of Civilian Personnel Status:
 - (1) For TRs, the COR and the contractor program manager will ensure that contractor employees follow installation procedures for returning identification cards, *soggiorno*, access passes, or other documents granting privileges upon termination or transfer out of Italy of any contractor employee who is accredited as a TR. In cases where a TR loses his or her TR accreditation, the COR will notify the contractor that the contractor employee is no longer accredited as a TR. As

the *missione* visa only is intended for those contractor employees with TR accreditation, the contractor employee is responsible for obtaining documents that allow that employee to remain lawfully in Italy.

- (2) For other Civilian Personnel, the proponent office or the sponsoring agency will ensure that Civilian Personnel under their sponsorship follow installation procedures for returning identification cards, *soggiornos*, access passes, or other documents granting privileges upon termination or transfer out of Italy. An individual losing his or her accreditation is responsible for obtaining any documents needed to remain lawfully in Italy

10. Comprehensive Review of Civilian Personnel.

- a. DOCPER will conduct a Comprehensive Review (CR) of current Civilian Personnel to re-assess the status of all individuals currently accredited as Civilian Personnel. Under the CR, proponent offices/CORs will require all Civilian Personnel to submit the individual employee information required in 7.d. and 8.b. above. Failure to submit the required contract and individual information will result in termination of Civilian Personnel accreditation.
- b. **Purpose:** The CR will establish the baseline database of Civilian Personnel in Italy.
- c. **Schedule:** The CR will commence within 3 months of the promulgation date of this guidance.
 - (1) TRs: Both Contract/Delivery Order Registration Form (Appendix A) and Application for Accreditation as a Technical Representative in Italy (Appendix B) must be submitted for all contacts and TRs that have not already been registered and accredited by USSSO or DOCPER.
 - (a) Contract Registration: All information for each such contract currently using TRs shall be submitted for review no later than 4 months after the promulgation date of this guidance.
 - (b) Application for TRs: Application for Accreditation as a Technical Representative in Italy (Appendix B) shall be submitted between month 4 and month 5 after the promulgation date of this guidance. The timing of the submission will allow all Contract Registration information to be reflected in the Application for Accreditation as a Technical Representative in Italy posted on the DOCPER web site.
 - (2) Civilian Personnel other than TRs: If they have not already done so, proponent offices for the USO, credit unions, and the Red Cross will propose to USSSO Rome through DOCPER a listing of job descriptions and salary scales of positions deemed by the proponent agency to qualify as "essential personnel." The proponent agency will describe why each position is essential. The USSSO will determine which positions are essential in light of references 2.b. and 2.c. and respond with a final approved list of essential personnel to the proponent agency. Employees in positions that are not approved as "essential personnel" cannot be accredited as Civilian Personnel, or continue their current status, if currently holding accreditation as Civilian Personnel.
 - (a) Listing of essential personnel: The listing of essential personnel must be submitted no later than 4 months after the promulgation date of this guidance.
 - (b) Civilian Personnel other than TR: Employees of federal agencies other than DoD who wish to be deemed as Civilian Personnel and essential personnel of the organizations listed in (2) above, shall submit the Application for Accreditation as a Member Of the Civilian Personnel in Italy between month 4 and month 5 after the promulgation date of this guidance. The timing of the submission will allow the listings of essential personnel to be reflected in the Application for Accreditation as a Member Of the Civilian Personnel in Italy posted on the DOCPER web site.

d. CR processing:

- (1) DOCPER will review all CR submissions within 6 months of the promulgation date of this guidance and provide USSSO and the servicing SJA offices with a comprehensive report, including its recommendations whether each individual is eligible to retain Civilian Personnel Status accreditation.
- (2) Termination of Civilian Personnel accreditation through the CR:
 - (a) Failure to submit the required contract and individual information will result in termination of Civilian Personnel accreditation, as indicated in 9.a. above.
 - (b) Absence in the passport of the *missione* visa, absence of a *missione soggiorno*, or absence of a letter of application for the *soggiorno*, will result in termination of Civilian Personnel accreditation.
 - (c) For cases in which the USSSO has identified Civilian Personnel positions or employees that do not meet the requirements for accreditation, the component will ensure action is taken to remove from incumbent employees those identifying documents and ILS that were granted based upon erroneous accreditation as Civilian Personnel.

Appendix A (click on link to get form)

[Contract/Delivery Order Registration Form](#)

Appendix B (click on link to get form)

[Application for Accreditation as a Technical Representative](#)

Appendix C (click on link to get form)

[Application for Accreditation as a Member of the Civilian Personnel in Italy](#)

Appendix D

CLAUSE

This contract presumes the utilization of technical representative personnel to be employed by the contractor. United States authorities and Italian authorities are involved in the accreditation of contractor employees who are intended to fill such contract positions. To expedite accreditation, the contractor agrees to promptly complete in accurate detail and return to the Contracting Officer or Contracting Officer's Representative information on the contract and contract positions for which technical representative accreditation is requested, and the individual information on each employee designated to fill a technical representative position. Positions accredited as technical representatives will be documented by an individual letter of accreditation.

Contractor shall promptly notify the Contracting Officer or Contracting Officer's Representative if a technical representative employee once accredited as a technical representative is no longer performing duties requiring accreditation.

The contractor shall require all contractor employees accredited as technical representative personnel to apply for *missione* visas prior to travel to Italy. Contractors may not send personnel that have not received Italian *missione* visas to fill technical representative positions. The Government shall not be responsible for the costs incurred by the contractor who sends personnel without visas or who are otherwise ineligible for entry and presence in Italy.

Appendix E

SERVICING SJA OFFICES IN ITALY

Office of the Staff Judge Advocate
NAS Sigonella
PSC 812, Box 1000
FPO AE 09627-1000

Office of the Staff Judge Advocate
NSA Naples
PSC 817, Box 1
FPO AE 09622-1000

Office of the Staff Judge Advocate
HQ USASETAF(A)
Unit 31401, Box 7
APO AE 09630

Office of the Staff Judge Advocate
31 FW/JA
Unit 6140, Box 115
APO AE 09604

Office of the Staff Judge Advocate
NSA La Maddalena
PSC 816, Box 1795
FPO AE 09612-0006

APPELLATE AUTHORITY FOR DENIALS OF TECHNICAL REPRESENTATIVE ACCREDITATION

U.S. Sending State Office for Italy
American Embassy Rome
PSC 59, Box 65
APO AE 09624