



UNITED STATES EUROPEAN COMMAND INSTRUCTION

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SOFA Eligibility Certification for OCONUS Members of the Civilian Component Seeking Mission Visas for Italy

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. Joint U.S./Italian Agreement in Implementation of the North Atlantic Treaty.

c. 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 the Use of Installations/ Infrastructure by U.S. Forces in Italy of 2 February 1995 (Shell Agreement).

d. DoD Electronic Foreign Clearance Guide, DoD 4500.54-G, *available at* <https://www.fcg.pentagon.mil>

e. Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status COMUSNAVEURINST 5840.2E; USAREUR Reg. 550-32; USAFEI 36-101 of 20 February 2004).

1. Purpose. This instruction prescribes theater policy and procedures for obtaining SOFA Eligibility Certification for members of the Civilian Component residing outside the Continental United States (OCONUS) seeking Mission Visas for Italy.

2. Cancellation. None

3. Applicability. This instruction applies to all DOD civilian personnel arriving from OCONUS requiring certification of SOFA eligibility as a member of the Civilian Component in Italy.

4. Background.

a. References a and b define "Civilian Component" as civilian personnel accompanying the force of a Contracting Party who are in the employ of an armed service of that Contracting Party, and who are not stateless persons, nationals of any state which is not a Party to the North Atlantic Treaty, or nationals of or ordinarily resident in, the State in which the force is located. The term "ordinarily resident" is further defined in Reference e.

b. Prior to entry into Italy, members of the civilian component must obtain a mission visa from the Italian embassy or consulate nearest their home of residency or nearest the place where they are currently employed.

c. In accordance with References a and b, in order to obtain a mission visa from an Italian consulate outside of the United States, a member of the Civilian Component must provide proof of employment, an official no-fee passport, and documentation showing they are eligible to enter Italy with SOFA Status. For members of the Civilian Component arriving in Italy from CONUS locations, the Italian Embassy in Washington D.C. accepts SOFA eligibility certifications from the Passport Matters Office in Crystal City, VA. As authorized by the Italian Ministry of Foreign Affairs, and with concurrence by the American Embassy in Rome, the U.S. Sending State Office is hereby designated as U.S. executive agent for certifying the SOFA status of all DoD civilian personnel transferring to Italy from OCONUS locations. Pursuant to direction from the Italian Ministry of Foreign Affairs, OCONUS Italian consulates shall be instructed to accept United States Sending State Office (USSSO) certifications of NATO SOFA status eligibility.

5. Policy.

a. The USSSO for Italy is the EUCOM executive agent for certifying the eligibility of members of the Civilian Component who apply for mission visas through Italian consulates outside the United States. The USSSO shall act on behalf of all service components and Defense Agencies in making such eligibility certification, and will render all final determinations on eligibility.

b. All members of the Civilian Component requiring USSSO certification of SOFA eligibility in Italy will submit documentation sufficient to demonstrate that the individual is employed by the U.S. Armed Services, is not a foreign national of a non-NATO country or a stateless person, and is not an Italian citizen or person considered to be "ordinarily resident" in Italy. The servicing personnel office of the member of the Civilian Component shall forward accreditation packages to the USSSO Accreditation Branch, Unit 9500 Box 65, DPO AE 09624; DSN 314-626-3322; Commercial +39-06-4674-2303.

6. Additional Information. Questions may be addressed to the U.S. Sending State Office, Officer in Charge, Unit 9500, Box 65, DPO AE 09624; DSN 314-626-3322; Commercial +39-06-4674-2303.
7. Releasability. UNLIMITED. This instruction is approved for public release; distribution is unlimited.
8. Effective Date. This instruction is effective upon signature.



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