



HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131

ECCS

24 August 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USEUCOM Policy Memorandum 04-04 (Civilian Personnel Accreditation in the Republic of Italy)

1. Persons in Italy who are closely affiliated with the United States Armed Forces and under their authority, but not employed directly by them, may be accredited as "civilian personnel" under the 2 February 1995 Memorandum of Understanding Between the Ministry of Defense of the Republic of Italy and the Department of Defense (DoD) of the United States of America Concerning the Use of Installations/ Infrastructure by U.S. Forces in Italy (Shell Agreement). Authority and responsibility for accreditation of individuals as members of the "civilian personnel" under the Shell Agreement ultimately rests with USEUCOM.
2. The EUCOM executive agent for "civilian personnel" accreditation for Italy is the United States Sending State Office (USSSO). The DoD Contractor Personnel Office (DOCPER) will process, on behalf of USSSO, "civilian personnel" accreditation determinations for the service components and Defense Agencies in Italy. The USSSO and DOCPER will act for all service components and Defense Agencies in making "civilian personnel" accreditation determinations. USSSO will render all final determinations on accreditation.
3. For a DoD contractor employee to be accredited as a member of the "civilian personnel" category under the Shell Agreement, the employee must be accredited as a technical representative (TR) in Italy. TR accreditation requires two determinations under the Shell Agreement. First, the TR position for contract performance must be approved through a review of the position description to determine if it meets the Shell Agreement specifications for TR status. Second, the DoD contractor employee must be accredited to fill the approved position, in consideration of their residency status, and the position description review.
4. Questions may be addressed to Officer in Charge, USSSO, PSC 59 Box 65, APO AE 09624, DSN 314 625-3146.

FOR THE COMMANDER

COLBY M. BROADWATER III
Lieutenant General, USA
Chief of Staff

WILLIAM L. KISER
Chief, Support Services

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