

## HOW TO:

### Apply for a Soggiorno Letter

1. Employee must send a request by email to the following addresses:

[usarmy.vicenza.hqda-cpac.mbx-vicenza-cpac@mail.mil](mailto:usarmy.vicenza.hqda-cpac.mbx-vicenza-cpac@mail.mil)

2. Documents required: Completed Issuance of Soggiorno Letter available on our CPAC homepage or from the CPAC.
3. Employee must provide copy of the subject letter by email to the servicing CPAC by email NLT 10 working days prior to expiry date of soggiorno. NOTE: All information must be sent from your government email account and encrypted.
4. The CPAC will check for accuracy, sign the letter and return to the employee by email.
5. The employee will take completed and signed form to the soggiorno office.