

NATO Intelligence, Surveillance and Reconnaissance Force: U.S. Army NATO Newcomers' Support Guide

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Welcome



Welcome to NATO Intelligence Surveillance Force (NISRF). It is imperative that you initiate and maintain contact with your assigned sponsor immediately. Your sponsor will ensure that you and your family arrive in country and begin in processing smoothly. We encourage to address your concerns and questions before your arrival, so that your sponsor and gaining unit can assist you properly. Also, the Italian COVID 19 restrictions and regulations are constantly changing, so please ensure that your sponsor provides the most recent updates.

Sicily is an island in the Mediterranean located in the south of Italy. The province of Catania, the home of Naval Air Station Sigonella (NASSIG), is one of the most significant regions of Sicily. The average maximum temperature in Catania reaches 92 °F from July to August and a minimum average of 41 °F during January and February. The main international airport is Catania-Fontanarossa, 16 km from NASSIG.

NASSIG is a U.S. Navy installation and an Italian Air Force base in Sicily, Italy. NASSIG is separated into two bases and one Housing complex: Naval Air Station 1 (NAS 1), Naval Air Station 2 (NAS 2) and Marinai Housing Complex. The bases are approximately 15 minutes apart from each other. The Marinai Housing Complex is located a short 2-5 minutes' drive north of NAS 2.

NISRF is a team of multi-national professionals from 24 nations in support of a NATO intelligence, surveillance, and reconnaissance mission set. NAGSF operates and maintains five remotely piloted Global Hawk aircraft systems in order to answer intelligence needs from the greater NATO community. For those new to the NATO environment, we work collectively as a multinational organization, so it is not uncommon for US service members to have allied first-line supervisors and raters. The NAGSF compound is located on NAS 2.

National Support Element (NSE)

The NSE ensures individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support to the NAGSF US Army personnel. The NSE receives guidance from Bravo Company and AFSOUTH BN leadership in Naples, IT. All admin support such as actions, awards, evaluations, DD Forms 93, SGLV, leaves and passes, SRB updates, rating scheme, MEDPROS updates, FVAP, and all other routing HR-related actions are handled by the NSE. Also, the NSE NCO, MSG Longoria, will coordinate with the local Admin Agent and Bravo Company headquarters for all national support requirements. The NSE office is located on NAS 1, building 212.

In-processing

The NSE will issue you an in processing checklist. You will need to coordinate with the NSE NCO, MSG Longoria, to ensure all requirements are met for these actions. Please follow each of the steps in the checklist and work closely with your sponsor and NSE in submitting your required documents to start your overseas entitlements. You will also have to meet NAGSF in-processing requirements with each staff section (J1, J2, J6, etc.).

NASSIG provides a week-long INDOC class for new arrivals that covers living on/off base, local travel tips/restrictions, cultural advice, base amenities/ services, etc. Sponsors will work with inbound Soldiers to schedule them for INDOC.

Work schedule

The NISRF policy establishes a regular working period of eight hours a day, 0745 to 1645, from Monday to Thursday, and six hours on Fridays, 0745 to 1445, with one hour lunch. NATO members will take their one-hour lunch break between 1130 and 1400. Also, two hours a week to conduct physical training is authorized.

NISRF Calendar/Holidays

The NISRF Holidays Calendar consists of eleven international holidays a year. These eleven international holidays consist of nine holidays based on religious and national holidays of the host nation (Italy) and an additional three days for each country. Therefore, the US holidays for 2022 are Memorial Day, Independence Day, and Thanksgiving.

NASSIG Support

US NATO members will visit the DEERs office, Health and Dental Clinic, Legal Office, Finance, Housing Office, Family Support Center, MWR, NEX and Commissary. Ensure that you include the Bravo Company NSE on all communication when in-processing in order to ensure proper accountability.

Medical Facility/Hospital

The US Naval Hospital is Sigonella's main medical facility. The Naval Hospital, located in NAS 1, provides primary care, hospitalization, and treatment for dependents. Primary Care Managers are a military provider located at the Hospital on NAS 1, or the NAS 2 Flight Line Clinic for active duty. Emergency care is available in the Emergency Department 24 hours a day, seven days a week, at NAS 1 Hospital and NAS 2 Flight Clinic.

Dental care is also available at the Naval Hospital and the Flight Line Clinic and provides a wide range of dental services.

The TRICARE Primary Care Manager is located at the Naval Hospital and can be reached at DSN 624-4880 or commercial +39-095-56-4880.

To schedule an appointment please contact: +39-095-56-2273 or DSN: 314-624-2273.

Housing

The Sigonella Housing Office in NAS 1 will handle all housing needs. Service members should book a hotel room through the Navy base lodging hotel before arrival unless their sponsor has pre-arranged a barracks room or base housing.

Temporary Lodging Allowance (TLA) is authorized to partially cover the additional expenses incurred while you occupy temporary lodging, as well as the cost of meals and incidentals (this covers laundry, transportation, and dry cleaning) outside the continental United States. Payments are made in 10-day increments, up to 60 days.

Many electrical appliances you currently own cannot be used on the European 220 voltage systems. However, you can plug most smart devices like cellphones, laptops, and tablets into the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which the housing office will provide (maximum of 3). Temporary Loaner Furniture is available up to a maximum of 90 days or when your household goods arrive. Supplemental Full Tour furnishings are available for the duration of your tour.

Single E-4's and below Service members will automatically reside in the barracks. Single E5s and above will live in the economy.

Military Family Housing:

The Marinai Housing Complex comprises townhouse-type quarters with small fenced rear yards. A refrigerator, dishwasher, washer, and dryer are provided. Also, units have central heat and air conditioning, AFN cable, basic phone service, and 110/220 volts. Only two (2) pets (dog, cat, or combination) are permitted in family housing.



Economy Housing (Off base):

Sicilian rental homes are not carpeted, run on 220V (50Hz) electricity, and may not include closets or appliances. Full tour supplemental furnishings include stove, refrigerator, washer/dryer, microwave, wardrobes, and transformers.



Unaccompanied:

NASSIG Unaccompanied Housing facilities are located on NAS 1 and NAS 2. Assignment is based on availability, and there is no guarantee that residents will live on the same base where they work. Upon check-in, the service member will receive a short briefing on "Life in Sigonella"

in order to smooth the arrival process. Laundry rooms equipped with free washers and dryers are available in all facilities. All rooms are equipped with microwaves and refrigerators. Most are also equipped with stovetops.

Codice Fiscale:

The Codice Fiscale is the equivalent to the US Social Security Number and is a required item to go into any off-base housing lease. The Codice Fiscale will be issued by the Housing office as needed.

Passports/Visa

Family members and US Government civilians traveling overseas must have passports to apply for a Visa. "No-fee passports" can be obtained at Government expense. The application process may take 4 to 6 weeks for both passports and Visa, so you should begin the application process as soon as you receive your PCS orders. We recommend obtaining tourist passports as tourist passports are needed for personal travel in Europe.

Permesso di Soggiorno

One of the first tasks the newly-arrived military dependent must complete is obtaining a Sojourner permit. A Sojourner Permit is an Italian government document that certifies that a NATO force military dependent, or member of the civilian component, is legally residing, temporarily, in Italy. Dependents will request this during INDOC or at the Navy Region Legal Support Office on NAS 2. To request this permission, you will need an Official or No-fee passport with a Visa (type D, missione), four passport photographs, a copy of your orders.

Vehicles

All US NATO members must attend the NASSIG Safety Driver's Training conducted at the Safety Office on NAS 2, building 622.

The Motor Vehicle Registration Office:

The Motor Vehicle Registration Office (MVRO) provides full service concerning motor vehicles registration (maximum of three vehicles at a time), issuing AFI driver licenses, take care of stolen vehicles or stolen plates, denationalize vehicles, shipping and dispose, transfer of ownership and much more, in order support to the entire Sigonella community. MVRO is located in NAS 2, BLDG 724. MVRO provides all services by appointment only at +39-095-86-5275/6171 or nassigmvro@eu.navy.mil.

Denationalization:

If you buy a car owned by an Italian, it will have to go through a process called "denationalization," which generally takes 4-5 days. MVRO will assist with the legal paperwork however, additional fees to "export" the vehicle out of the Italian system will be required.

The NEX Autoport:

The NEX Autoport is located in NAS 2, building 522. The Autoport provides route maintenance services and safety inspections, which are required as part of the registration process for vehicles three years old or older.

Fuel card:

The fuel card allows you to purchase gas at the cost of gas in the USA (gas is costly in Italy). You can use the fuel card at ENI gas stations throughout Italy. After the registration process is completed, NATO's Base Support Management office will determine your monthly allotted gasoline ration based on the vehicle engine size. Only one fuel card is authorized per member.

Also, be aware that roads here are narrow and not in good conditions, making it difficult for full-size trucks and large SUVs to get around so, it may not be in your best interest to ship those types of vehicles.

Fleet and Family Support

The Fleet and Family Support Center (FFSC) provides brief, non-medical counseling for individuals, couples and families that address defined problem areas. The FFSC areas of support are:

- Clinical Counseling
- Deployment Support
- New Parent Support Program
- Ombudsman Support
- Personal Financial Management
- Transition Assistance
- Sexual Assault Prevention and Response Program
- Spouse Orientation
- Intercultural Relations (ICR)

Location of the FFSC office is building 319 in NAS 1. More information on the FFSC services and support can be found at Fleet & Family Support Center (navymwrsigonella.com) or call +39-095-56-4291.

Morale Welfare and Recreation

The Sigonella Morale, Welfare and Recreation (MWR) office is located in NAS 1 and offers many resources and programs for the support and entertainment of the service members and dependents.

NAS 1:

- Splashers pool on NAS 1 is a large 25 meters heated pool with lap swim lanes and a kiddie splash zone for children.
- The Spare Time Bowling Center available for parties and special events.
- Community Recreation: Offers trip and tours, gear rental, information and leisure classes.
- Midtown Theaters

- MWR Library
- Glinderz Skate Park
- American Forces Travel Office
- Connections: Bingo nights
- Fit District Gym

NAS 2:

- Auto Skills Center: Self services or assisted services to work you're your vehicle.
- JOX Pub
- Flight Line pool for lap swim only to individuals 18 years old.
- Flight Line Fitness Center
- Batting Cages

Youth and children:

- Sigonella's Child Development Center (CDC) on NAS 1: The CDC supports families with childcare for those age 6 weeks to pre-school age. Hours of operation are Monday to Friday from 0700 to 1700.
- The School Age Care on NAS 1 program for school-aged children, ages 5 and in Kindergarten - 12 years of age, provides quality care before and after school, as well as a full-day camp during the winter, spring and summer breaks.
- The Youth Complex Marinai: The complex is equipped with video games, a pool table, ping-pong, air hockey, and musical instruments.

School education

Department of Defense Education Activity (DoDEA):

The Sigonella DoDEA schools are located in NAS 1. Information on the Sigonella DoDEA School can be found on the following websites:

Elementary: <https://www.dodea.edu/SigonellaES/>

Middle School/High School: <https://www.dodea.edu/SigonellaMHS/>

Italian Education System:

The Italian education system is based on five levels:

- Preschool or early childhood education and care (ECEC)
- Primary school
- Lower secondary school

- Upper secondary school
- Higher education

The first level, ECEC, is for children from 0 to 6 years old, it is not mandatory, and the curriculum may vary by region. The second level, primary school, is the first compulsory cycle of the educational system and lasts five years. The lower secondary school lasts three years and is the second part of the system's first education cycle. Students must pass a state-provided exam to advance to the second education cycle. The upper secondary school is the second educational cycle, and the student can choose between the general course and the vocational system. At the end of upper secondary school, the student must pass a final exam that will award a certificate equivalent to a High School Diploma, allowing entry to higher education (university).

Mail

The Fleet Post Offices (FPOs) in Sigonella are full-service facilities, providing parcel service and transport of all classes of mail from priority to express. They also transport mail for free from APO to APO and APO to FPO by writing "MPS" in the upper right corner of envelopes and packages. In addition, both NAS 1 and NAS 2 Postal Offices provide mail receipt and mailing services, sell United States Postal Service money orders and postage stamps, change of address processing for patrons, mail directory-locator services, and USPS claims and inquiry services. Packages ordered thru Amazon or other shopping websites take an average of 2 to 4 weeks to receive them. Contact your sponsor to establish an APO/PSC address and have a box assigned at the NAS 1 Post Office before arriving.

Banking

No branches of U.S. banks are located off-base. Navy Federal Credit Union, located on NAS 2, offers full-service banking, including two 24 hour ATMs. You may cash checks and exchange currency at PSD Disbursing Office on NAS 2 and at the Navy Exchange on NAS 1. Community Bank, operated by Bank of America, is contracted by the DoD to provide stateside-like banking services exclusively to the military community. Community Bank is located on NAS 1 and NAS 2 and has two ATMs on each base, dispensing both USD and EURO. Community Bank is the primary source for currency exchange and paying local bills.

Spouses Club

The NAGSF Spouses' Club Sigonella is an organization for spouses and active-duty members of the NATO community. The club brings together the NATO community through social events to integrate and provide support.

Facebook page: www.facebook.com/groups/nagsfspousesclubsigonella/

Pets

Pets can travel with you to Italy on Air Mobility Command (AMC) flights on a space-available basis. There is an excess baggage fee, and you may ship only a limited number of pets on each flight. AMC will not ship any pet over 100 pounds. There is a limit of two pets for each family, dogs, and cats only, and you must provide the proper travel containers. If you are flying commercially, it's essential to contact the airline you'll be traveling to Italy for specific requirements for pet travel. Pets must have a valid international Veterinary Health Certificate, a valid rabies vaccine administered at least 21 days before entering Italy, and a tattoo or ISO compatible microchip. The NASSIG Veterinary Treatment Facility (VTF) offers essential services, including vaccinations, minor sick calls, and preventive surgeries. Pet's registration

must happen within five days of arrival. Pets do not need to be present for registration, but their medical records are required. The VTF is located on NAS 1 can be contacted at +39-095-56-4258.

For more information concerning your pets, please visit: https://www.cnic.navy.mil/regions/cnreura/cent/installations/nas_sigonella/ffr/support_services/relocation_assistance/preparation/bringing_pets.html

Spouse Jobs

There are job opportunities for military spouses here in NASSIG. The application process and requirements will vary for each job position.

- Civilian GS Positions: Full-time, appropriated fund positions periodically become available at various commands on the installation. It is suggested to regularly search www.usajobs.gov for new openings.
- Non-appropriated fund (NAF): Positions support installations through services in Morale, Welfare and Recreation (MWR) and Fleet and Family Service Center (FFSC). Hours range from regular, full-time to flexible part-time with varying employment benefits. Search www.usajobs.gov and <https://www.navymwrsigonella.com/job-opportunities> for new openings.
- DoDEA-Europe: These schools offer full-time positions, substitute teachers, administrative staff and educational aid. Positions opening can be found at www.dodea.edu/Europe/offices/hr
- Navy Exchange (NEX): Apply at <https://www.mynavyexchange.com/nex/work-for-us>
- Non-profit organizations: The USO, Navy Marine Corps Relief Society and American Red Cross all have offices on base. They periodically hire full- and part-time employees.

Navy Exchange

Navy Exchange (NEX): The NEX Facilities are located on both NAS 1 and NAS 2. The Main Exchange carries family clothing, shoes, domestic items and luggage.

IMPORTANT: Only OCP trousers, tops and patrol caps are available at the NEX. ASU uniforms, ribbons, patches, etc. can be difficult to obtain. It is recommended you get all necessary adjustments to your uniforms and additional ranks, ribbons, etc. before arriving.

Recommended Documents to Carry With You

- PCS orders and NATO Orders
- Medical, dental, and Immunization Records
- Marriage Certificates, Divorce Decrees, and Birth Certificates
- Passports (Soldier and family members)
- Social Security Cards
- Wills and Powers of attorney
- Education Records
- Car titles and shipping papers, car registrations, car insurance policies and driver's license
- Household goods and shipping inventory
- Pet records

Point of Contacts

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NATO UNCLASSIFIED

NATO INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE FORCE (NISRF)



NEWCOMERS GUIDE

(NOVEMBER 2024)

NATO UNCLASSIFIED

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NATO ISR Force Commander's Welcome

On behalf of NISRF staff, it is my pleasure to welcome you to NATO's premier ISR Force. We sincerely hope that your tour in Sigonella will be as pleasant and enjoyable as possible and you feel like you've found a home away from home. Here at NISRF, we have an extremely important job we do for NATO and, in order to accomplish that mission, we rely heavily on the diversity of culture, background, perspective, and experience of our workforce. As a member of a NATO organization, you will be working and living with people from a myriad of backgrounds, religions, and cultures. Mutual understanding, cooperation, and teamwork are paramount to mission success.



There will be times when the mission demands longer hours and a greater dedication of resources, but I am confident that you will rise to the challenge and display the level of professionalism expected not only by NATO, but required to ensure freedom around the world. My hope is that over the course of your time here, you will see this organization as I do: like a family. I now consider you as part of this family and look forward to not only getting to know you, but see what talents and perspectives you bring to the fight. As we grow as a Force, we are always looking for ways to accomplish the mission more efficiently. If you find areas we can improve or solutions for a more efficient workflow, I welcome the feedback..

I wish you and your family a smooth, quick and peaceful transition into your new environment. We're here to support each other so please don't hesitate to reach out to your new teammates if you need anything. Again, welcome to NATO Intelligence, Surveillance and Reconnaissance Force.

ANDREW M. CLARK
Brigadier General USA F
NISRF Commander

Sigonella Air Base Commander Welcome

Dear Newcomer,

On behalf of the Italian Air Force, it is my pleasure to welcome you and your family here in Italy.

Your nation has chosen you to be its representative within this incredible team where you will get the opportunity to address a wide range of professional challenges. Because of that, I am confident that your tour in the NATO Intelligence, Surveillance and Reconnaissance Force will be an unforgettable personal and professional experience.



I sincerely hope you and your family will feel at home in your new surroundings and that you will take advantage of living in such a marvelous place as Sicily; a location in which millennia of history, nature, and a variety of cultures has created a unique concentration of invaluable treasures.

As Sigonella Air Base Commander I hope that you experience a smooth in-processing phase, and if there is anything you need, please reach out to our amazing support staff. Thank you and welcome to Sigonella!

Col. Stefano SPREAFICO
Sigonella Base Commander
Italian Air Force

CHAPTER 1 – Introduction

NISRF Overview

Mission

NATO Intelligence, Surveillance and Reconnaissance Force conducts full-spectrum Intelligence, Surveillance, and Reconnaissance (ISR) operations in support of NATO decision-makers, member nations, and SACEUR's strategy:

In order to accomplish that mission, NISRF will:

- Provide NATO decision-makers, from the political down to the tactical level, with near real-time and continuous surveillance and imagery information, concerning friendly, neutral and opposing forces, from stand-off positions.
- Provide actionable, fused multi-source intelligence through our ISR Processing, Exploitation and Dissemination (PED), and Fusion Analysis capability. All collected information will be available to 30+ NATO nations.
- Conduct organic maintenance, support, and training activities in support of our primary operational tasks.

Chain of Command

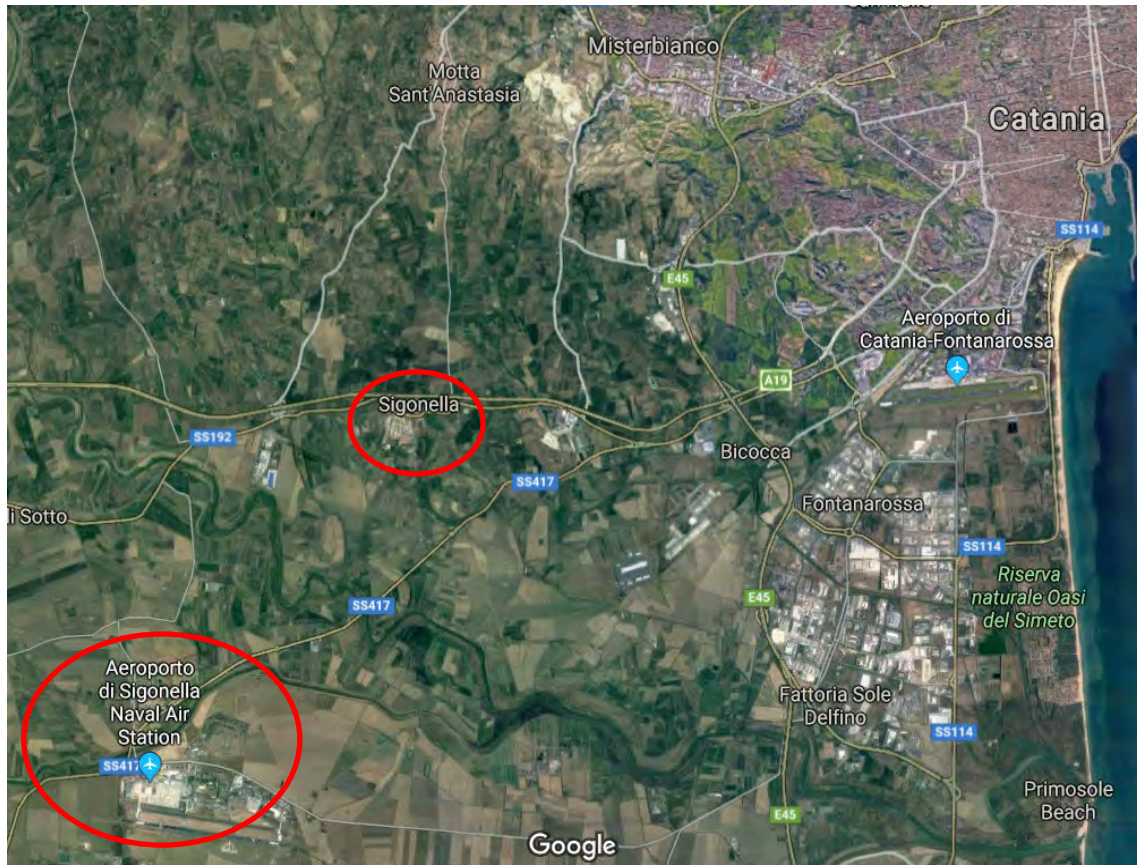
The NISRF is a NATO Unit lead by a USAF Brigadier General with the following structure:



NISRF Location

NISRF is a NATO unit located on Sigonella Italian Air Force Base, which is also the home base for the 41st Anti-Submarine Wing (ITAF). In addition to Italian Air Force Wing, support agencies and units, the base also hosts Naval Air Station-Sigonella of the US Navy. The base falls in the territory of Lentini and is located 15 km (8 nm) west and 11 km (6nm) south of the city of Catania and 40 km (22 nm) south of Mount Etna. The airfield resides at an elevation of 24 m above mean sea level.

There are two locations for NAS Sigonella, NAS 1 and NAS 2. NISRF is located on NAS 2 (where the flightline is located). NAS 2 is without any public transportation connection, therefore transportation to and from the base must be arranged either through personal pick-ups, rental cars, or taxis.



Arrival Instructions

The address is: STRADA PROVINCIALE 69/96016 Lentini (SR)

Latitude: 37°24'3.59"N

Longitude: 14°55'11.99" E

- **Plane**

The fastest way to arrive in Catania is by plane. Fontanarossa is the Catania civilian airport. More information in English or Italian on their website:

<https://www.aeroporto.catania.it/en/>

- **Train**

It is possible to arrive in Catania by train. The main Catania Train station is in the city center. More information in English or Italian is available on their website:

<https://www.thetrainline.com/it/stazioni/catania-centrale>

- **Car**

The best suggestion is carry a GPS and follow the instructions after inserting the coordinates for NAS 2. You can also follow the signs for Caltagirone-Gela from both Catania center or Fontanarossa Airport, until you join SS147. On this road you will follow the exit for Sigonella Airport.



Climate Info

Sicily enjoys a Mediterranean climate with hot, dry summers and warm, rainy winters. The island is volcanic, home to one of the world's tallest and most active volcanos, Mount Etna. It features fascinating ancient cities, such as Syracuse, Agrigento, Palermo, and Catania. The island experiences great regional variations in climate due primarily to the island's rugged, mountainous terrain, a multitude of elevation changes, and everchanging winds. The southeastern regions are generally drier and warmer than the northwestern, and the southeastern coast is usually calmer. Higher elevations have cooler temperatures and receive more rainfall year round.

Sicily is the largest region of Italy and sits at the southwest tip of the boot-shaped mainland in the Mediterranean Sea. It is surrounded by a number of much smaller islands. The constant warmth of Sicily and its low, yet not absent, rainfall creates the perfect conditions for the growing of citrus fruits. The hillsides are cloaked in green for much of the year and lemon and orange groves stripe the lowlands. Citrus flavours add a tang to many traditional Sicilian dishes. Sicily has passed through the hands of many cultures and therefore the influences of cultures such as Roman, Greek, and Arab are ever present in Sicilian design, art, language, and cuisine.

Temporary Lodging

Sigonella and surrounding areas offer some partial accommodation possibilities for those who are in-bound, departing, or here on temporary duty.

Military and Civilian personnel, arriving or departing; with their dependents or individuals on temporary duty orders, are eligible for some on-base accommodations on a first-come, first-served basis. These facilities are open to anyone who has access to the base.

Sigonella and surrounding areas offer off-base accommodations.

ANNEX A has a list that summarizes the closest on and off-base lodging locations.

Tourist Info

Italy has 53 UNESCO World Heritage sites, (Cultural-48 and Natural-5); a mark of the cultural and geographic richness of the nation. 7 of those amazing places are located in Sicily:

	Syracuse and the Rocky Necropolis of Pantalica	Extensive Greek ruins around a former Greek city in Sicily	Siracusa
	Mount Etna	Active Volcano north-west of Sicily	Vicinity of Catania
	Late Baroque Towns of the Val di Noto (South-Eastern Sicily)	Baroque town-planning following an earthquake	Noto
	Arcaeological Area of Agrigento	Greek ruins in the Valley of Temples, Sicily	Agrigento
	Palermo Arabo Normanna	Cathedrals, several churches	Palermo, Cefalù and Monreale
	Villa Romana Del Casale	Close to Piazza Armerina in Sicily, this Roman villa is important for its incredible mosaics, excavated in the twentieth century.	Piazza Armerina and the Villa Romana del Casale
	Isole Eolie (Aeolian Islands)	Italy's first 'natural' listing, these are active volcanic islands north of Sicily	Aeolian Islands

CHAPTER 2 – General Info

Emergency (On-Base) Phone Numbers

In case of an emergency or accident:

1. Call the Base Operational Center: **953 900 690 2500** (Internal) or **+39 095 785 2500** (Commercial)
2. Keep yourself safe
3. If possible, adopt force protection and emergency measures

On Base Useful Numbers

Agency	Internal	Commercial
Base Ops (BOC)	953 900 690 2500	+39 095 785 2500
Force Protection	953 900 690 2474	+39 095 785 2474
ITAF Medical Aid	953 900 690 2364	+39 095 785 2364
Fire Brigade	953 900 690 2444	+39 095 785 2444
Carabinieri	953 900 690 2237	+39 095 785 2237
Duty Officer	953 900 690 2068	+39 320 43 15 968

Military Justice & Discipline

Military Justice and Discipline is handled in accordance with Article VII of the NATO SOFA. This means that usually, the laws or guidance of whatever State the member belongs to will apply to individual punishment. However, that does not mean that individuals cannot be subjected to Italian laws if they are caught violating them. It is the duty of all personnel present at NISRF to respect the laws and customs of the Host Nation (HN), Italy.

In relation to off-duty incidents, criminal jurisdiction will depend on the exact facts and circumstances for each situation and may lie exclusively with the State to whom the individual belongs, HN laws, the military law under which the person concerned is subject, or a combination thereof.

Disciplinary jurisdiction in relation to on-duty incidents will usually lie exclusively with the military law of the State that owns the individual concerned. Incidents of significant disciplinary import shall be reported to the appropriate NATO Commander.

All disciplinary issues will be handled on a case-by-case basis and reported through member's national chains of command.

NISRF & Sigonella Base Facilities

NISRF

Currently the NISRF is housed in temporary structures (see ANNEX B). Throughout 2023 and 2024, NISRF will continue to move into more permanent structures.

Other Facilities

- **Medical Squadron**
Emergency medical support will be provided by the Italian Medical Squadron during regular working hours. Contact: Bldg. 180 Phone 953 900 690 2364. Monday – Thursday: 07:30-15:45 and Friday: 07:30-12:30
- **Host Nation Gym**
NISRF personnel are allowed to use the Italian gym as long as they are in compliance with local procedures. Bldg. 179 Phone 953 900 690 2280.
- **Host Nation Lido**
As part of the Italian morale, welfare and social activities for military/civilian dependents, every summer the Italian Air Force activates a Beach Club service at “Lido Aeronautica Militare 41° Stormo” in Catania, from beginning of June until mid-September. An e-mail will be sent with instructions prior to the summer months.
 - Typical hours are Tuesday to Sunday from 09:00 to 19:00 (closed on Mondays).
- **Dining facilities**

US-Galley	Only for Military	NISRF ID card required (Approximately 6\$)
Italian Mess	Anybody	(Approximately 6 €)
Big Hall	Anybody	(Published price €\$)
Circolo	Anybody	(Published price €only)
Truppa	Anybody	(Published price \$ only)
- **Barber Shops**
There are 2 barber shops on base: the US-Navy one (English friendly) and the Italian one. See ANNEX B. Contact: Phone 953 900 624 3770 or 624 3770.
- **Shopping Facilities**
NISRF personnel and family are entitled to shop at Navy Exchange (NEX) either in NAS 2 or NAS 1 as well as the DECA Commissary in NAS I.
 - The main **NEX** in NAS 1 offers clothing for the family, shoes, jewelry, sporting goods, luggage, housewares, gifts, cosmetics, furniture, outdoor living, health and beauty products, beverages, snacks, greeting cards, and much more.
 - Monday–Friday 10:00-19:00 and Saturday–Sunday 10:00-18:00
 - The **DECA Commissary** provides service members, families and civilians with everyday items from fresh fruits and vegetables to cleaning supplies. Website: <https://www.commissaries.com/shopping/store-locations/sigonella>
 - Monday 10:00-17:00 (Self Checkout Only) and Tuesday–Friday 08:00-19:00
 - Saturday – Sunday 10:00-18:00
- **Midtown Complex**
 - **Midtown 2 Theatres**, located in NAS 1, offers the hottest same day as in the United States released movies. They have comfortable stadium seating, powerful sound, crystal clear 3D pictures, and a concessions stand stocked with snacks. Birthday packages are available and you can also reserve the theatre for private and command functions.
 - Experts and beginners alike will enjoy hitting the certified lanes at **SpareTime Bowling Center**. This facility boasts 10 lanes with automatic scoring, Extreme Glow-in-the-Dark Bowling, leagues, a pro shop, and a refreshment area. SpareTime Bowling Center is also a place for private parties and command functions.
 - **MWR Fitness** provides events and services for NISRF members and their families. One fitness center is located on NAS 1 and a second one on NAS 2. Both offer cardio area, weight room, racquetball courts, a full-size basketball court, and swimming pool.

Duty Hours

The normal duty day for international military personnel assigned to NISRF consists of nine hours from Monday to Thursday and seven hours on Friday, including the lunch period, excluding holidays. Lunch period is one hour taken at personal discretion, but in consultation with supervisors. For personnel required on shift-work, the number of daily hours may vary; however should average out to the normal number of hours per five-day work week.

The practice of sports and physical training is well established within military service and contributes positively to the NISRF mission. Therefore, a total of 2 hours absence (excluding travel and changing) from international duty per week is authorized. Personnel must verbally coordinate their sports/physical training periods through their supervisors.

International and National Holidays

Up to 11 international holidays each year may be authorized. These holidays will be based on the official and legal holidays of the respective local areas where NISRF personnel are based. Additionally, NISRF Leave Approving Authority can grant additional stand-down days.

National holidays which are observed by NISRF nations may be taken by military personnel of those nations. Submission by the individual and authorization by his/her appropriate NISRF Leave Approving Authority is required. National holidays are counted against annual leave or passes authorized within applicable national policies. Personnel required to work on a holiday should be given an equal amount of compensatory time.

Leave

Leave needs to be requested via the NATO chain of Command and will be authorized in accordance with national rules. The NISRF Leave Approving Authority may grant the following types of leave:

- **Annual leave.** Annual leave for military personnel is governed and authorized by national regulations. Within this limitation, the NISRF Leave Approving Authority determines whether leave may be granted. It is the responsibility of the individual to manage his/her leave. It is the individual's right to use all of the authorized leave granted in accordance with their national regulations. However, if leave is requested during crisis, exercise periods, or periods of low manning, it may be moved to a different date that will not impact mission readiness. Leave must be approved on an equitable basis.
- **Convalescent leave.** Convalescent Leave is recommended by the appropriate medical authorities. Whether it is counted against annual leave will be decided by national authorities in accordance with national rules.
- **Compassionate leave:** Leave for compassionate reasons or leave in cases of emergency may be authorized by NISRF Leave Approving Authority upon application by the individual concerned and subject to the recommendation of the appropriate National Military Representative (NMR)/Senior National Representative (SNR). Applications are to include:
 - The period of compassionate leave recommended
 - The reason for the request and confirmation that it comes under the Compassionate Leave rules of the appropriate nation
 - A statement as to whether national regulations dictate that the compassionate leave should be deducted from the individual's annual leave allowance
- **Special leave/pass:** Special leave/pass will be authorized, on a case-by-case basis, by the appropriate NMR/SNR. Such leave will only be granted for non-routine entitlements allowed by national regulations.

Parking & Traffic Regulations

All vehicles authorized to enter on base must display car pass/visitors pass or other form of authorization on the windshield at all times. Not respecting the following rules can result in the revocation of your pass:

- Do not exceed 30 Km/h (15Mph)
- Fasten your seat-belt or put your helmet on
- Always keep your pass in a visible place
- Follow all traffic signs
- Be compliant with any inspections that may be carried out on your vehicle

Parking is only allowed in authorized areas. Private vehicles on base can be parked by respecting the following color codes:

- White: general parking (not reserved)
- Yellow: handicapped area, loading zone, or reserved parking area

Incorrect parking can cause your vehicle to be towed without notice. If this happens, the Italian Air Force will not be considered liable for possible related damages.

Dress Code/Uniforms Requirement

You will need complete summer and winter service uniforms and field uniforms because you may be expected to deploy on field exercises or in crisis situations. Military and Civilian members should comply with their national dress code while on duty. Shorts, sandals, sleeveless tops and similar items, while on duty, are not acceptable. This also applies to personnel who are visiting offices during off-duty time. Civilian clothes may be authorized on a case by case basis during official meetings. Gym clothes are only permitted while participating in physical training (this includes going to and from the gym).

Security

Host Nation will provide force protection for NISRF and its personnel. Access to the base is managed by the Host Nation in coordination with the Security Officer/Security Staff Assistant. No weapons are allowed inside the facilities. All personnel handling classified material will ensure they comply with NATO rules and restrictions governing document security. If you have any doubts concerning the handling of classified documents, contact Registry for further information. For details see ANNEX C.

All personnel assigned to NISRF shall maintain a high level of security awareness and:

- Badges must not be worn and vehicle passes not displayed while off base
- Report the loss or theft of badges immediately to the NISRF Security Officer
- Classified documents cannot be left unattended

Saluting Policy

“No Hat/No Salute Policy” is applied within the NISRF compound and immediate areas on Sigonella Air Base. NATO personnel are not required to wear a hat/cover while in the NISRF compound or accompanying parking lots. Walking outside these areas requires an appropriate head cover.

Smoking Policy

Smoking in any common environment or facilities and in front of entrances is forbidden. Smoking is only allowed in designated Smoking Areas.

Mail Service

Personnel may send/receive official mail only through the Italian military mail service. The mailing address of NISRF is:

**NATO ISR Force c/o Aeroporto Militare Sigonella
SP69 II - Piano D’Arci
95030 Catania (CT) ITALY**

NSE/SNR Responsibility

National Support Elements (NSEs)

The National Framework provides various degrees of administrative support to Allied Nations in the NISRF. For nations that have their own NSE, the support is minimal. If a nation does not have a designated NSE the SNR, or another individual appointed by the SNR, should act in that capacity. For nations without an NSE the support by the NISRF & HN will be more extensive.

Senior National Representatives (SNRs)

NISRF contributing nations which have signed the NISRF Memorandum of Understanding (MoU)/Note of Accession (NOA) have a Senior National Representative (SNR).

SNRs are officially appointed by their National Authorities in coordination with SHAPE/NISRF. Once appointed, SNRs are recognized by COM NISRF and the entire staff. The SNRs' rank can vary. He/she may select a Point of Contact (PoC) or deputy to deal with more routine national matters.

The SNRs play a pivotal role in ensuring the multinational spirit of the HQ and maintaining a close relationship and contact with their respective MOD/National Authorities. The MoU specifically tasks the SNRs with the following:

- Agreement to internal changes in the structure of NISRF up to and including OF-2 appointments
- Concurrence of the relevant participant nation, through its SNR, regarding the content of job descriptions for national posts within NISRF
- Participation in the review of military requirements, which estimates expenditure for submission to Senior Resources Committee (SRC)
- Delivering the certificate of deployability for their personnel in case of a possible deployment, including any caveats/restrictions that they might receive from their MOD/National Authorities
- In addition to the official above mentioned provisions of the MOU, as a matter of internal routine procedures, SNRs will also be allowed:
- Direct access to COM NRDC-ITA on matters where national views are required and appropriate
- Attendance at COM NRDC-ITA's regular meetings with SNRs. Pre-SNR meetings are chaired by DCOM
- To take part in appropriate official visits/briefings to NISRF
- To be consulted on protocol and policy matters and the procedure for correspondence between NISRF and National MODs/Authorities;
- To act as POCs and be consulted for the following when dealing with their own National Contingent:
 - Careers and postings
 - National leave policy and entitlements
 - Welfare and medical care
 - Individual training
 - Personal equipment (if non-ITA)
 - National/International Efficiency Reports
 - Disciplinary matters, honours and awards
- SNRs should also be consulted by the Chain of Command and the relevant NISRF Staff on multinational matters and their own national matters such as:
 - Funding and financial sitreps/updates
 - Participation in training of national units/representatives
 - Operational and contingency planning
 - Proposals on changes to NISRF structures

CHAPTER 3 – In/Out Processing

Prior to Arrival In-processing Notification

SNRs (or NSEs when delegated by SNRs); will inform the J1-BSM Branch of incoming new personnel assignments with the following information: (rank, full name, PE position, NATO security clearance level/expiration and arrival-end of tour date).

Arrival Procedure

Contact your SNR or J1-BSM Branch as far in advance of your arrival as you can, as they make the necessary arrangements to assign you a Branch Sponsor. They will provide you with all necessary information and forms to be filled out prior to your arrival in order to ensure a smooth transition. Coordinating early with your SNR/Sponsor allows them to schedule dates and times for important meetings such as your in-processing, base indoc, and finance.

Sponsorship

The most important person for in-processing is the Sponsor. The Sponsor is appointed by each Wing/Branch to newcomers that are assigned to their sections. The newcomer shall prepare all necessary documents in advance in order to facilitate the procedures required.

J1/Central Processing - NATO ID Card

Newcomers will receive the In-Processing Form (see ANNEX D) from Central Processing (J1/Base Support Management-BSM). Report to Central Processing to begin in-processing and for the issuance of your NATO ID Card and/or security badge. When reporting to J1, bring the following:

- **NATO ISR FORCE ID Card Application Form (See ANNEX E) with three signatures.**
- **Military Dependant(s):** must be listed on the Military Member's ID Card Application Form

Central Processing will give you the In-Processing Form to be filled out with signatures of all relevant offices, and delivered back to Central Processing once completed.

Car/Motorcycle Base Pass

All Privately Owned Vehicles (POVs) must have a Permanent Base Access Pass - Mod. "D". The only authority that can provide the base pass is the Host Nation Italy (HN) through the MVRO. While registering a vehicle with MVRO, a permanent pass will be issued. The expiration date will be the date one of your vehicle's documents expires. Monitoring your vehicle insurance, registration, and safety inspection will ensure the documents are updated prior to the expiration of your pass. Base pass must be shown in the vehicle at all times when on Sigonella Air Base. Base Pass must be returned to MVRO anytime there is a change in vehicle, plate number, transfer of ownership, scrapping, or before leaving Italy due to end of duty tour.

Mod. "D"	
AERONAUTICA MILITARE COMANDO AEROPORTO SIGONELLA	
PASS VEICOLO NR. 6027	
PERMANENTE	
TIPO VEICOLO NISSAN QASHQAI	TARGA QQ EG858
OR-9 MOSSUTO VINCENZO <small>Titolo - Cognome e Nome</small>	SCADENZA 29/10/2023

CIS Squadron

The Computer Information Systems (CIS) Squadron's mission is the service provision for the ISR mission essential CIS equipment. The CIS Squadron is responsible to set up, support and maintain all Communication and Information Systems, and operate those systems when they are not user-operated.



At the moment the CIS Squadron is located in the Class 1 area in building 101. Access to the building is restricted. That means that you have to contact your CIS POC (every unit has a designated point of contact) after your arrival, to make an appointment with the Systems Support Branch. The Systems Support Branch will register you, grant access to the systems and will familiarize you with all security-related settings.

Please bring the following documents to your appointment:

- ID Card
- A copy of your valid Security Clearance
- In-processing Checklist

CHAPTER 4 – Fiscal Privileges

Value Added Tax (VAT) & Tax Exemptions

Special Orders

Not yet possible for NISRF. Purchasing with tax exemption will be possible in the future once the NISRF International Store is in place, with “Special Order” procedures.

Please be aware that:

- The NATO international agreements (Paris Protocol and Italy-SACEUR Agreement) as well as the Italian law on VAT (D.P.R. n. 633 of 26 October 1972. art.72) do not grant tax exemption to individuals for their personal purchases on the economy. Only purchases made by the Headquarters or the National Elements are exempt from taxation (i.e., purchases made for the International Store).
- Newly assigned personnel often do not realize that the rules concerning fiscal privileges fall firmly within the sole discretion of the Host Nation (Italy for NISRF). It is essential to make clear that individuals attempting to purchase tax free goods directly on the economy, may result in civil or criminal liability for tax evasion. The same liability may apply to those who issue incorrect certificates of VAT exemption. Penalties may range from a simple administrative fine equal to the evaded tax, up to a criminal charge for fraud against the State.

Car Repair Exemption

NISRF non-Italian personnel are entitled to receive VAT exemption on car repairs, including parts/labor on registered POVs. Forms for the Car Repair Tax Exemption are issued in English and Italian by the MVRO. The form verifies that you are a member of NATO, and includes a description of your automobile, including the Vehicle Identification Number and license plate number. If you have repair work that needs to be done, request this form by e-mail from the MVRO and include your vehicle type and plate number. Individuals having repairs performed or purchasing new parts for their vehicles on the economy should check with the vendor or repair shop before services or sales are rendered to ensure that they are aware of the exemption and are willing to apply it to your transaction. If the shop is not willing to apply the tax exemption, you can take your business elsewhere. While the vendor or repair shop is not obligated to provide you the tax exemption, if they are aware of it, they may honor it for their customers.

Italian TV Tax Exemption

Italian owners of television equipment or any other equipment able or adaptable to receive television are required by Italian law to have a television license. The license is taxed and used to partially fund the Italian public service broadcaster RAI. The annual cost of the licence fee is around €90/100.

All NISRF Non-Italian personnel are exempt from this tax; make sure you inform the company/landlord when you set up your electricity contract. If you are receiving this tax on your bills, (usually called "Canone di abbonamento alla TV"), you can request the exemption and reimbursement. NISRF J1/BSM Branch can assist you.

Fuel & POL

NATO military and international civilians assigned to NISRF are entitled to purchase tax-free fuel and motor oil for their primary AFI registered POV. BSM Branch is responsible for the issuance of Fuel Cards to allow tax-free fuel purchase from the economy, and to keep records of all purchased liters of petroleum, oil, and lubricant (POL) by eligible personnel. (See ANNEX F for more information about NISRF Fuel Cards).

Your vehicle will be temporarily exported to the AFI Tax-free System, which is not a regular Italian or EU system. It will allow you to receive privileges such as low-cost registration fee (5 EUR instead of 500/1000 EUR), no customs duty, and no road tax for your primary vehicle. (Road tax applies to secondary vehicles.)

Once a POV is AFI registered it cannot be exported (e.g. back to your country) or de-registered earlier than 90 days prior to the end of tour/change of assignment, (they can however be sold to another AFI eligible person). MVRO does not authorize early exportation or de-registration. In this event, applicable taxes and import customs fee based on the fair market value of the vehicle will be requested.

Before purchasing and registering any vehicle in the AFI system, consider if you will export it at the end of your NATO tour to your new duty station. If so, make sure you know about the import regulations and requirements in the country of destination, including custom duties and taxes that may be applied.

For any new AFI vehicle registration, disposition or change of vehicle, expired registration, and for payment of road tax it is necessary to make an appointment with MVRO.

For renewal of vehicle registration, insurance, safety inspection, change of NATO ID card number or expiration date, EoT date/extension order, etc. can be submitted either in-person or by email at nassigmvro@eu.navy.mil and cc: basesupport@NISRF.nato.int.

Appointments at MVRO can be scheduled by the Service Member from Monday to Thursday (08:00-12:00 and 13:00-15:00) and Friday (08:00-12:00). For any other issue there is a walk-in day at MVRO every Friday 08:00-12:00.

All vehicle documents will be retained at MVRO. BSM Branch will use the information provided on the documents for the sole purpose of updating the NISRF database and will not keep copies. If copies have been provided or submitted, these will be returned or destroyed.

The J1/BSM Office is the only office that maintains and manages the NATO ISRF Fuel Card system. Please make sure to keep your primary and secondary vehicles' registration, insurance and safety inspection current by providing the updated documents to NISRF J1/BSM Office (basesupport@NISRF.nato.int). Even if you have already emailed your documents to NASSIG MVRO, you have to send them to NISRF J1/BSM Office as well. MVRO only updates your registration and NISRF J1/BSM only updates your fuel card. These offices do not send information or documents to each other, so it is the members' responsibility to keep both offices updated. If one of your documents expires, your fuel card will automatically be blocked in the FORAX system and a brand new fuel card must be issued.

Detailed regulations can be found in the Directive NAVSUPACT NAPLES INSTRUCTION 11240.19G and all other related Directives than can be found in NISRF BSM Branch SharePoint page on NS at <https://NISRF.nato.int/supportwing/bsm/SitePages/Home.aspx>.

Liquefied Petroleum Gas (LPG) for Home Heating (Bulk/Bombola)

All NISRF non-Italian members are entitled to purchase Bulk or Bombola LPG Coupons (Propane Gas) if they meet the following criteria:

- House is furnished with a gas tank heating system and is stated in the Lease Contract and
 - If requested and authorized by the US NASSIG Housing Office.
- NISRF J1/BSM will issue the LPG Ration Card which allows you to buy the LPG Coupons from the NEX.

Tobacco & Alcohol

NISRF does not have our own tax-free Tobacco and Alcohol program yet. Thanks to the support of NASSIG, all NATO military and international civilian personnel with a NISRF Peacetime Establishment (PE) position assigned to NISRF Sigonella or NSEs (if authorized) and their dependents are entitled to purchase tax-free tobacco and alcoholic beverages. NASSIG Pass Office in NAS2 will issue you the ration card which will allow you to purchase the rationed items through the Navy Exchange (NEX) stores located in NAS 1 and NAS 2. No other stores or shops are authorized to accept the Ration Card.

CHAPTER 5 - Life in Italy

Emergency Numbers

Carabinieri	112 (Single European emergency call number)
Police	112 (Single European emergency call number)
First Aid	112 (Single European emergency call number)
Fire Fighters	112 (Single European emergency call number)
Car Aid (ACI)	116
(for foreigners)	800 116 800

Registration in Italy

Immigration Procedure

Every foreign citizen entering Italian territory has the personal responsibility to comply with the HN immigration law and procedures. According to the NATO SOFA, NATO military members do not need to comply with immigration procedures. However, all NATO Military Dependents, NATO International Civilians, Contractors, and their family, must apply to get one of the following:

- For non-EU citizens: "Permesso di Soggiorno" (procedure shall be started within 8 days from entrance in Italy); OR
- For EU citizens: "Residenza" (procedure shall be started within 90 days from entrance in Italy).

Permesso di Soggiorno Initial Application

For your initial application, the following documentation has to be provided to the Police - Immigration Office (you may need to confirm your appointment at Police HQ the day before you want to go):

- Sponsor:
 - Copy of Passport
 - Statement of Service (issued by BSM Branch)
 - Copy of Assignment Order
 - Family Status Declaration (statement by the sponsor about the composition of the family)
- Dependents:
 - Application Form Mod. 209 (ex 178/bis)
 - 4 Passport Photos for each requestor (including children)
 - Copy of Passport with the VISA (for all family members)

Once you take the required documents to the Police Immigration Office, they will give you a receipt certifying that the "Permesso di Soggiorno" has been requested. Then you will be contacted by the Forensic Police Office (Polizia Scientifica - Ufficio Foto segnaletica) for fingerprinting. The "Permesso di Soggiorno" will be ready 2-3 weeks later and can be picked up from Police Immigration Office by the entitled person by showing his/her receipt and passport. Normally the "permesso di soggiorno" is valid for 2 years and a renewal is necessary after it expires.

Whom to contact:

- USA NISRF members: Request "Permesso di Soggiorno" through NAS Legal Office.
- All other Non-EU NISRF members: BSM will assist and point you to the proper POC/offices.

Residenza

European Union (EU) citizens have the right to reside in Italy for a period of up to three months without any conditions or formalities other than the requirement to hold a valid travel document (i.e. ID card or passport). Different formalities are required depending on the length of stay. EU nationals who wish to stay in Italy for a period exceeding three months should report and register with the “Ufficio Anagrafe” (Register Office) of the municipality of the city where they live. Generally, the laws of the countries of origin do not allow military families to have residence in a foreign country. Therefore, before proceeding with this request, please check with your NSE/SNR.

Permesso di Soggiorno Renewal

For renewal the following documentation has to be presented at the Police - Immigration Office. The process shall be started 30 days before the expiration date:

- **Sponsor-NATO Military:**
 - Copy of Passport
 - Statement of Service (issued by NISRF BSM Branch)
 - Family Status Declaration (statement by the sponsor about the composition of the family)
- **Sponsor-NIC or Contractor:**
 - Application Form Mod. 209 (ex 178/bis)
 - 2 Passport Photos for each requestor (including children, if any)
 - Copy of Passport
 - Original Permesso di Soggiorno
 - Statement of Service (issued by NISRF BSM Branch)
 - Family Status Declaration (statement by the sponsor about the composition of the family)
- **Dependents:**
 - Application Form Mod. 209 (ex 178/bis)
 - 2 Passport Photos for each requestor (including children, if any)
 - Copy of Passport
 - Original Permesso di Soggiorno
- **Whom to contact:**
 - USA NISRF members: should request the renewal through NAS Legal Office
 - Non-EU NISRF members: BSM will assist and point you to the proper POC/offices

The Police Immigration Office will provide a receipt which certifies that the “Permesso di Soggiorno” has been requested. The renewal “Permesso di Soggiorno” will be ready about 2-3 weeks later and it can be picked up from the Police Immigration Office by the entitled person upon showing his/her receipt and passport.

Fiscal Code (Codice Fiscale)



The Codice Fiscale is a Personal/Tax Identification Number and it is required for making major financial transactions (renting a house, lease contracts, purchase of certain goods, applying for electricity/gas contract, opening a bank account, telephone contract, etc.). It is important because this “code” allows you to be recognized by Italian law so you can have access to services

such as the health care system, banking, contracts, and so on.

It is recommended to get your Codice Fiscale as soon as possible. Considering the long waiting times for its release here in Italy, it is strongly recommended to begin the process prior your arrival. Please check with your national Italian Embassy/Consulate or have your Sponsor contact Base Support Management (BSM) Branch to get you started with your documentation. Family members should have a “Codice Fiscale” as well, especially if they will enroll in the Italian Health Care System.

The Codice Fiscale can be obtained at the Provincial "Agenzia delle Entrate" (Italian Revenue Office) located in Catania. The following documentation is required (for each of your family members):

- Application Form Model AA4/8
- Copy of ID Card or Passport
- Statement of Service for the sponsor (provided by NISRF BSM Branch)
- Family Status Declaration (statement by sponsor about the composition of the family)
- Whom to contact:
 - USA NISRF members living in the economy: Request through NAS1 Housing Office
 - DEU NISRF members: Request through the German NSE
 - All other NISRF members: BSM Branch will support and assist on the request

Pet Regulations

In order to fight the stray/abandoned animal phenomenon, all domestic animals must be enrolled in the “Anagrafe Canina” (dogs/pets official register) with your local town hall. To accomplish this, all pets will be registered using a microchip that reports the owner’s data. The enrollment is free of charge.

- Dogs, cats and ferrets must be enrolled:
 - No later than 2nd month after the animal’s birth, or 30 days from residence or ownership changes
- Owners have to cancel the enrollment:
 - No later than 15 days from the animal’s death (with a veterinary certificate)
 - No later than 3 days in case of the animal’s loss or theft (with a copy of the report to the local police)
- Owners of 5 or more animals must inform the mayor municipality where they reside.
- In Italy dog abandonment or animal maltreatment is forbidden by law! If a pet is found, report it to the local police and verify through a veterinarian if a micro-chip is present or not.
- Neutering your pet is free of charge if the request is made no later than six months from the adoption.
- The feline population must also be enrolled at the municipality ASP (Azienda Sanitaria Provinciale – local health agency). For more information: www.aspet.it or www.salute.gov.it.

Italian Health Care Service

Health care in Italy is managed by the National Health Care Service (Servizio Sanitario Nazionale – SSN) and funded through direct taxation. According to the agreement between your country and Italy, as well as your national regulations, you may enroll in the Italian Health Care Service for free and have the same standard of medical care as local people, or you can choose to have private health insurance. (See ANNEX G)

To enroll the Italian Health Care Service it is mandatory to bring a Model S1 or a Model S072 released by the health insurance authority of your Country. In some cases it is possible to enroll the whole family in the Italian Health Care System without having an S1 model by paying an annual fee of about 400 euros (this procedure is called “voluntary enrollment”).

Registration is handled at a local level by the Local Health Service (Azienda Sanitaria Locale/Provinciale – ASL or ASP) which issues the health insurance card (Tessera Sanitaria). Whether you join the Italian Healthcare Service or not, or whether you do/do not have a Tessera Sanitaria, emergency first aid is always granted (free of charge in case of “code-red”, or life-threatening conditions), available on call 24 hours a day, 7 days a week. Before proceeding with registration in the Italian healthcare system, it is necessary that each person in your family has their own Italian Codice Fiscale linked to the address where you live here in Italy:

- If you already have an Italian Codice Fiscale issued before arriving here (through the Italian Embassy or consulate), we must change the linked address to your current Italian residence.
- If you do not yet have an Italian Codice Fiscale, then we must request one for you and one for each member of your family.
- Once you have your Codice Fiscale, you must provide the following documentation to the Local Health Service responsible for the town where you live:
 - Sponsor:
 - Dichiarazione Scelta Medico (Document used to choose the family doctor and / or pediatrician)
 - Statement of Service (issued by NISRF BSM Branch)
 - Sponsor and Dependents:
 - Copy of ID Card or Passport
 - Copy of Codice Fiscale (linked with the address in Italy)
 - Model S1 or S072
- Contact: BSM will support and assist on the request.

If the Model S1 or S072 does not cover the member’s entire NATO duty tour it will need to be renewed. To renew, a new Model S1 or S072 has to be issued by members’ national health system, with the ID document and Codice Fiscale.

If your Country does not issue models S1 or S072 but issues private insurance, you have to contact the Italian doctors and provide your insurance and national health card. If you have a private insurance, in order to be valid it must be valid throughout the Italian Territory; be written in Italian language or presented together with a translation; and if the reimbursement is not managed directly by the insured person, but is managed by the insurance company, the procedure to claim such reimbursement has to be as clear as possible.

Education & School System

Italian System

The educational system in Italy is compulsory until the age of 16. A school year usually runs from mid-September until the end of June. The duration of lessons is decided by the school director and can vary from a minimum of five hours per day (half-day) to eight hours per day (entire-day). There are four different levels:

- Pre-primary, not compulsory, for children from neonatal age until 5 years old:
 - Asilo nido (nido – for babies from 0 to 3 years old)
 - Kindergarten (scuola materna – from 3 to 5 years old) - provides optional education for children
- Primary, for children from 6 years old until 10 years old.
 - All children who will be 6 years old by 31 December following the start of the school year can be enrolled in primary school.
- Secondary, for children between the age of 11 and 18.
 - Students are required to attend 30 hours of classes per week, though some schools may offer additional classes if there is demand (up to 40 hours).
- Upper Secondary school (scuola superiore – 5 years).
 - 2 years of general studies, then, 3 years of specialized education are optional to get a Diploma.
- University, over 18 years old, for three-years or five-years graduation courses.
 - University is available to all students if they have completed five years of secondary school and received an upper secondary school diploma.
- Schooling is further broken down by State School (cheap), or Private School (expensive).

Enrollment Procedure of Children in an Italian School

Under Italian law, schools have to accept all children under the age of 18, even if the necessary documents have not been provided yet. In this instance enrollment is temporary, until the necessary documentation is provided. Some documents can be replaced by a self-certification. Foreign students can apply for enrollment at any time during the school year. Schools can deny enrollment if there is not a place available or the student is outside of their local jurisdiction. For initial enrollments, an on-line form should be filled in and sent to the chosen school. (www.iscrizioni.istruzione.it). Once the application is accepted, you will have to provide all required documents to the school. Subsequent annual enrollments to the same school will be automatic.

- Documents for enrolment:
 - Student and parents/guardians ID document
 - Residence Permit (Permesso di Soggiorno) for parent/guardian and child
 - Proof of immunization for Polio, Diphtheria, Tetanus and Hepatitis B
 - Passport photos (two)
 - Family Certification (Stato di Famiglia)
 - Translation of home country school curriculum to enable the school to properly place the student

DoDEA Sigonella School

In NAS 1 there is an American Elementary and Middle High School available for NATO dependents under supervision of the Department of Defense Education Activity (DoDEA). They set grade-by-grade expectations for students in grades K-12 according to American educational system.

Kindergarten and First Grade placements are determined by minimum age requirements. A DoDEA eligible student who will reach his/her 5th birthday on or before 1 September of the school year will be eligible to be enrolled in Kindergarten. A DoDEA eligible student who will reach his/her 6th birthday on or before 1 September of the school year is eligible to enroll in First Grade. Placement in Second through Eighth Grade is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high school (through Eighth Grade) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from First through Eighth Grades.

High School (9-12 Grades) is determined by the number of course credit units earned by the student, in accordance with Section 2 of the DoDEA Regulation 200.3.

Contact Information:

Sigonella Elementary School

Telephone: +39 095 564 406

<https://www.dodea.edu/SigonellaES/>

Sigonella Middle High School

Telephone: +39 095 564 281

<https://www.dodea.edu/SigonellaMHS/>

International Address:

Sigonella Elementary (Middle High) School Sigonella

U.S. Naval Air Station, Sigonella, SS 192 KM 76

95100 Catania, Italy

Housing

NISRF does not have a Housing Office and Sigonella Air Base compound does not have a military housing facility within the base (with the exception of the US Naval Air Station site). For this reason, most of the NISRF personnel and families live in the economy in the surrounding communities.

The support for families living off base is the responsibility of the sending Nations. Some Nations establish a national Housing Office (USA, DEU), while other Nations may provide homes for their members. Check with your National Support Element or SNR for more details.

For individuals without a housing office, NISRF BSM Branch can provide assistance with a number of housing-related issues, such as:

- General Info and Tips:
 - House Hunting: Real estate agencies, Internet web portals, NAS Sigonella Housing Office
- Lease Contracts:
 - Contract signature and registration, Security deposit, Cost of maintenance
 - Contract termination, Early termination
- Utilities and service charges, including information on providers and how to establish utility contracts (telephone, internet, electricity, gas, water, TV, etc.)
- Any other landlord or utility related issues that may arise.

Additional information can be found in ANNEX H.

Banking Info (€Currency)

It may be useful to have an Italian Bank account for income purposes, to cash a check in euro currency, pay the rent, telephone bills and other utility bills or for the automatic payment of highway tolls (Telepass). Most bills can be paid at the Italian post offices as well. Additional information is located in ANNEX I.

Driving in Italy

Vehicle Registration in the AFI System

All NISRF military and civilian personnel shall register their Privately Owned Vehicles (POVs) in the Allied Forces Italy (AFI) system through the NISRF Base Support Management Branch (BSM) and Motor Vehicles registration Office (MVRO). This is required to receive certain tax free benefits in accordance with the Status of International Military Headquarters Set up Pursuant to the North Atlantic Treaty (Paris Protocol). Additional information on Vehicle Registration can be found in the ANNEX J.

Driving Traffic Regulations

- General Recommendations:
 - Do not drive while under the effects of drugs or alcohol
 - Fasten all seat belts (vehicles) or wear crash helmets with European crash validation (motorbikes)
 - Do not exceed speed limits
 - Be cautious when overtaking other cars: ensure sufficient space between your car and others
 - Be compliant with policemen (Polizia), carabinieri or local policemen (Vigili) requests
 - Always have on board:
 - High visibility jacket, to be worn in case of emergency
 - Warning red reflecting triangle
 - First aid kit
- Children on board, below 1.50 m height, must be fastened into a CE validated child seat based on weight:
 - Children up to 36kgs have to use a suitable child seat:
 - Up to 18kgs can use child seats
 - More than 18kgs can use adaptor seats
 - Children up to 9kgs can travel in a child seat in the front seat facing backwards with a deactivated airbag
- On the Road:
 - Follow driving regulations and traffic signs
 - Do not leave your passes in a visible place
 - Only leave your vehicle in authorized car parks/areas
 - Avoid leaving your vehicle where there is an unlicensed car-park attendant, especially if he asked to leave your vehicle keys
 - Do not reply to any provocative action against your person or your property
 - Do not leave your luggage, handbags or cases in a visible place whether you are driving or not
 - Illegal parking can result in a fine and a forced removal (towed) without notice
 - If a situation occurs, request support from the police (Polizia), carabinieri or local police (Vigili)
 - Do not ignore tickets or citations. The fines are much more expensive after the expiration date
- Walking:
 - As in many other urban areas in the world, it is possible in Italy to face unpleasant situations such as pickpocketing, bag-snatching and similar petty theft. If a situation occurs, request support from the police (Polizia), carabinieri or local police (Vigili).

- Vehicle accidents:

In the event you are involved in an accident, certain procedures must be followed. The steps to be taken will depend upon whether the accident is classified as minor (no deaths or injuries in the scene) or major (death or injuries in the scene).

- Minor accidents:
 - Exchange license data, name and address, insurance company, policy number and vehicle number plate. Do not leave the scene until information is exchanged
 - Try to obtain names and address of witnesses
 - A smooth procedure involves filling in an amicable settlement (“CAI – Constatazione Amichevole di Incidente”); if in doubt, call the Police to assist you
 - Report the incident to your insurance company within 48 hours.
- Major accidents:
 - Italian law requires that you assist the injured if at all possible. Under Italian law, you may be required, when possible, to transport the injured. This should be done as rapidly and as safely as possible. Your vehicle will be regarded as an emergency vehicle: turn on your headlights, honk your horn, and display a white cloth or handkerchief in the window
 - **Call 112 immediately for emergency first aid service**, to notify Police about the accident, and to ask for help
 - Try to obtain names and addresses of witnesses
 - Remain on the scene, if able, until the accident has been investigated by the Police
- In both major and minor accidents, obey the Italian authorities. They have jurisdiction and can arrest you if you do not cooperate fully. Red plastic triangles are required by Italian law and should be placed on the road to caution other drivers and indicate there is an accident. They should be carried in your vehicle at all times.
- If you are the driver of a vehicle involved in an accident that injures or kills another person, criminal charges may be initiated automatically by the police, regardless of the ultimate determination of fault.
- In case of an accident, personnel having automobile liability insurance with an Italian firm are required to notify that company within 48 hours of the accident. Failure to notify the company within the time period can be justification for the company’s refusal to accept liability.

Public Transportation

General Recommendations:

- Have your passport with you, and if applicable, your Permit of Stay (e.g., Sojourner’s Permit).
- Always carry your driving license, (including your NATO driving license), vehicle registration, and proof of insurance. If your license does not incorporate a photograph, ensure you carry your passport to validate the license.
- Smoking in enclosed public places and means of transportation is not allowed. It is also prohibited in your private car whenever you are in the presence of pregnant women or children under 18.

More information about airports, trains, busses, taxis, ferries may be found in ANNEX K.

Activities for Spouses

There are several organizations, volunteer opportunities, and other activities that spouses are able to get involved in.

Please note that for most of these activities, your spouse will need a NATO Dependent ID Card.

Some of these activities include:

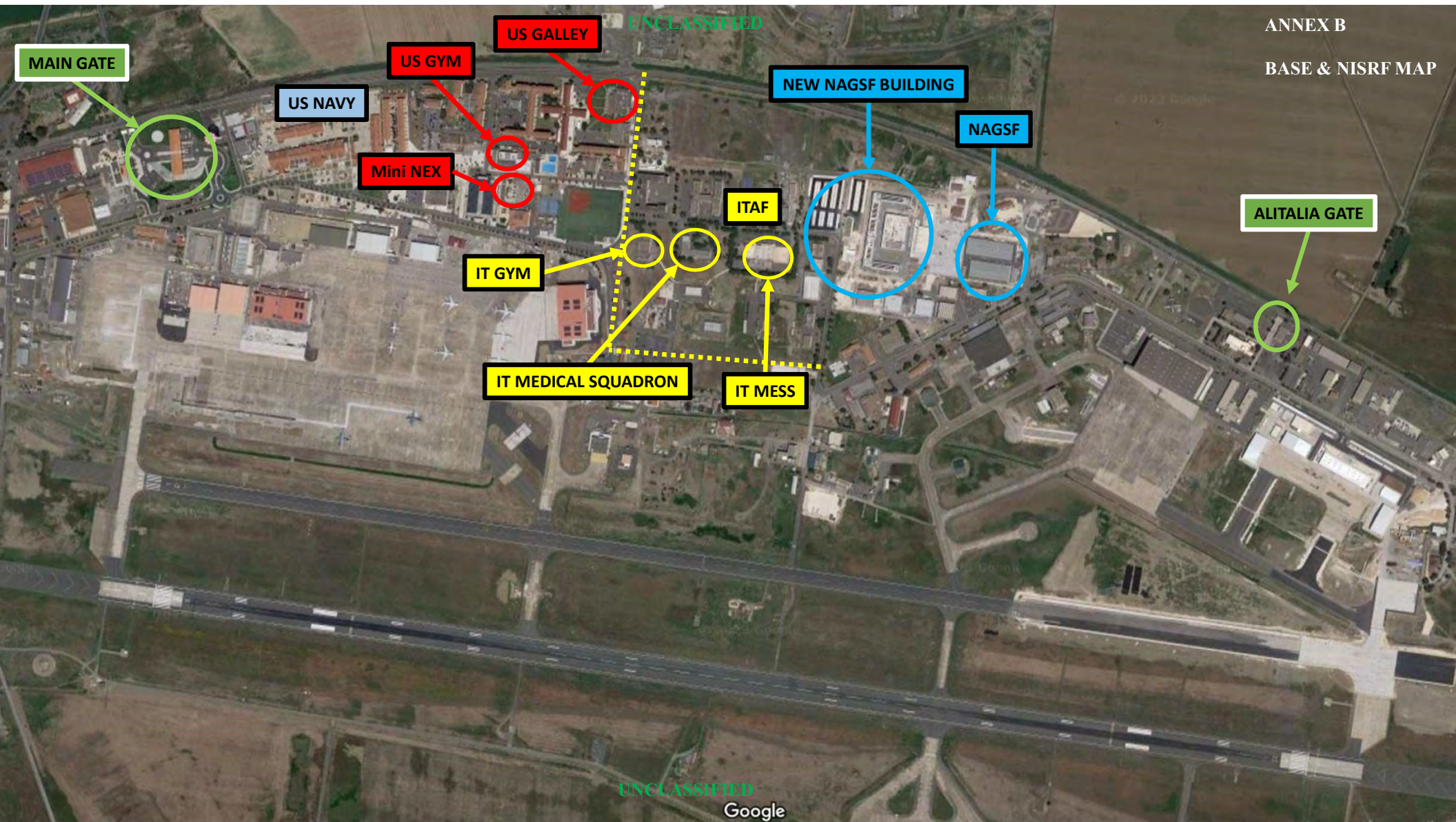
- Volunteering with the American Red Cross
- Participating in Morale Wellness and Recreation (MWR) Activities:
 - MWR is a Navy-run organization with an office located on NAS 1. They offer various activities, such as wine tastings, day/weekend trips, hikes, bike rides, and tours through Catania, Palermo, and various ruins around the island. They also put on numerous activities on and off-base, as well as provide access to gyms, swimming pools, and renting outdoor equipment for a discounted price. They release a monthly magazine that lists all trips and activities for the month.
 - They also offer activities for school-age children, library activities, sports and fitness classes, as well as local festival and event information.
 - More information can be found on their website:
<https://www.navymwrsigonella.com/>
- There are church groups through the Sigonella Chapel.
 - These can also be found through the MWR website included above
- You can volunteer to support the Enlisted Association with certain activities such as community relation activities (also known as COMREL's)
- If you have children attending school, you can be part of the Parent Teacher Association (PTA).
- You are able to purchase a gym membership which will allow you gym access as well as access to the fitness classes that are offered.

There are many other activities that you can volunteer for as well that are not listed here. There is also a Social Club that is on Facebook and can be found by searching the below phrases.

- NATO Social Club Sigonella
- NATO-Net Sigonella

<i>Hotel Information</i>		<i>Distance from</i>		
		<i>NISRF</i>	<i>Catania Airport</i>	<i>Comiso Airport</i>
NAS-2 Navy Gateway Inn & Suites Sigonella NAS-2 <i>NAS2 Sigonella - Bldg 558</i> <i>Strada Provinciale 69</i> <i>96016 Lentini SR</i>	60/84 \$ <i>Tel. 095 866832</i> http://ngis.dodlodging.net/propertys/ Sigonella-NAS	1 Km (2 min.)	18 Km (16 min.)	75 Km (1h. 5 min.)
Agriturismo Oasi di Francesca Sigonella NAS-2 / Belpasso <i>C.da Finocchiara (S.P. 208)</i> <i>Zona Sigonella</i> <i>95032 Belpasso CT</i>	65 € <i>Tel. 095 8320849</i> <i>Cel. 338 7089401 (english)</i> https://www.agriturismooasidifrancesca.it/	4 Km (5 min.)	18 Km (16 min.)	75 Km (1h. 5 min.)
Sigonella NAS-2 <i>NAS1 Sigonella - Bldg. 173</i> <i>Strada Provinciale 192</i> <i>95121 Catania</i>	60/84 \$ <i>Tel. 095 563070</i> http://ngis.dodlodging.net/propertys/ Sigonella-NAS	10 Km (12 min.)	14 Km (18 min.)	93 Km (1h. 15 min.)
Navy Lodging Sigonella Sigonella NAS-1 <i>NAS1 Sigonella</i> <i>Strada Provinciale 192</i> <i>95121 Catania</i>	84/150 \$ <i>Tel. 095 864082</i> https://www.navy-lodge.com/	10 Km (12 min.)	14 Km (20 min.)	93 Km (1h. 15 min.)
Hotel Sigonella Inn (3*) Sigonella NAS-1 Area <i>Contrada Fontanazza –</i> <i>SS 192 Km. 76,6</i> <i>95040 Motta Sant'Anastasia CT</i>	90 € <i>Tel. 095 7130252</i> https://www.hotelsigonellainn.it/en/	11 Km (12 min.)	12 Km (12 min.)	92 Km (1h. 10 min.)
205 Housing Complex Sigonella NAS-1 Area Temporary Lodging Apartments <i>Contrada Fontanazza –</i> <i>SS 192 Km. 76,6</i> <i>95040 Motta Sant'Anastasia CT</i>	25/30 € Minimum stay 1 Month <i>Tel. 095 7130252</i> https://www.facebook.com/205housingcomplex/	11 Km (12 min.)	12 Km (12 min.)	92 Km (1h. 10 min.)
Il Gelso Bianco Hotel (3*) Misterbianco <i>Autostrada 19 CT-PA Km.3,</i> <i>95045 Misterbianco CT</i>	60 € <i>Tel. 095 718 1159</i> http://www.gelsobianco.it/en/	12 Km (10 min.)	6 Km (7 min.)	83 Km (1h. 5 min.)
Motta Residence Hotel (4*) Motta Sant'Anastasia <i>Via Ruggero II, 14</i> <i>95040 Motta Sant'Anastasia CT</i>	55/75 € <i>Tel. 095 309918</i> http://www.mottaresidencehotel.it/eng/index.htm	15 Km (16 min.)	16 Km (17 min.)	95 Km (1h. 10 min.)
Magnolia Club Residence Motta Sant'Anastasia Temporary Lodging Apartments <i>Via Zuara, 60</i> <i>95040 Motta Sant'Anastasia CT</i>	Please contact for price <i>Tel. 095 7553048</i> https://www.magnoliacclubresidence.com/	15 Km (17 min.)	16 Km (17 min.)	95 Km (1h. 15 min.)

<i>Hotel Information</i>	<i>Distance from</i>		
	<i>NISRF</i>	<i>Catania Airport</i>	<i>Comiso Airport</i>
Motta Sant'Anastasia <i>Temporary Lodging Apartments</i> Via Toti, 9 95040 Motta Sant'Anastasia CT	(19 min.)	(20 min.)	(1h. 20 min.)
Tel. 095 308639 https://www.newplacetla.com/			
Valle degli Ulivi (3*) Motta Sant'Anastasia Via A. Caponnetto 13 95040 Motta Sant'Anastasia CT	65/80 € (18 min.)	17 Km (18 min.)	93 Km (1h. 10 min.)
Tel. 095 308100 https://www.hotelvalledegliulivi.it/			
Orange Park Misterbianco <i>Temporary Lodging Apartments</i> C.da Cubba Marletta, 11 95045 Misterbianco CT	60/150 € (17 min.)	18 Km (10 min.)	9 Km (1h. 5 min.)
Tel. 095 7559035 https://www.orangeparktla.com/			
Catania Int'l Airport Hotel (4*) Catania Playa Via S. Giuseppe la Rena, 94 95121 Catania	80/100 € (18 min.)	19 Km (4 min.)	3 Km (1h. 5 min.)
Tel. 095 723 4555 https://www.cataniainternationalairporthotel.com/			
Sciara Biscari B&B (3*) Catania Playa Via dello Strettoio, 4 95121 Catania	75/85 € (18 min.)	19 Km (4 min.)	3 Km (1h. 5 min.)
Tel. 095 7237585 http://www.sciarabiscari.it/en/			
Romano Palace Luxury Hotel (5*) Catania Playa Viale Kennedy, 28 95121 Catania	100/120 € (19 min.)	20 Km (5 min.)	4 Km (1h. 10 min.)
Tel. 095 596 7111 http://www.romanopalace.it/en/			
Le Dune Hotel (3*) Catania Playa Viale Kennedy, 10B 95121 Catania	75/85 € (19 min.)	20 Km (5 min.)	4 Km (1h. 10 min.)
Tel. 095 818 8110 http://www.ledunesicilyhotel.it/en/			
NH Parco Degli Aragonesi (4*) Catania Playa Viale Kennedy 95121 Catania	85/100 € (20 min.)	21 Km (5 min.)	4 Km (1h. 10 min.)
Tel. 095 723 4073 https://www.nh-hotels.com/en			
Liberty Hotel (4*) Catania Center Via San Vito, 40 95124 Catania	80/120 € (26 min.)	21 Km (18 min.)	7 Km (1h. 15 min.)
Tel. 095 311 651 http://www.libertyhotel.it/index.php/en/			
Miramare Hotel (3*) Catania Playa Viale Kennedy, 42 95121 Catania	50/80 € (20 min.)	22 Km (7 min.)	6 Km (1h. 10 min.)
Tel. 095 281478 https://sites.google.com/view/miramarehotel/inicio			
Re Martino Residence <i>Temporary Lodging Apartments</i> Catania Center Via Re Martino, 22 95100 Catania	50/150 € (36 min.)	29 Km (15 min.)	9 Km (1h. 10 min.)
Discounts for weekly/monthly stay Tel. 335 326095 https://www.remartinoresidence.it/en/			



ANNEX B

BASE & NISRF MAP

MAIN GATE

US NAVY

US GYM

US GALLEY

Mini NEX

IT GYM

IT MEDICAL SQUADRON

ITAF

IT MESS

NEW NAGSF BUILDING

NAGSF

ALITALIA GATE

UNCLASSIFIED
Google

SECURITY ISSUES

Individual Responsibility

- The unauthorized removal of classified information or material from NAGSF MOB premises is forbidden.
- Use of unauthorized electronic equipment in NAGSF class II and class I areas which could unintentionally pose of risk to the protection of classified information is strictly forbidden.
- Conversation including classified information is prohibited in the presence of persons without a security clearance, even if that conversation takes place within a Secured Area.

Clean Desk Policy

- During normal working hours personnel may leave up to NR material unsecured in unattended offices for up to one hour subject to the following precautions: The room must be locked. Documents are protected from overlooking. CIS systems are logged out or the screen locked.

Prohibited Items

- The following items are not permitted inside class I or II security areas without permission of NAGSF CIS security officer:
 - Cameras, films, privately owned transmitting devices (including smart phones), privately owned ADP systems, privately owned recording equipment and magnetic storage media.
- All these items must be deposited in safety boxes located before entering the classified areas.

Search Policy

- Any person accessing a NAGSF MOB facility is subject to search for prohibited items.

NATO ID/Security Passes

- The NATO ID/Security Pass is to be worn outside the clothing suspend by a chain or clip.
- The NATO ID/Security Pass is to be clearly displayed prior entering and at all times in NAGSF MOB facilities. They have to be removed on leaving the facilities.
- NAGSF MOB personnel must safeguard their pass at all times.

Sponsoring Family Members and Access NAS I and NAS II

- All visitors will be escorted by a sponsor when in the building. The sponsor is responsible for registering the visitor/s in the visitor protocol when entering, and signing the visitor/s out when they are leaving the building.
- To sponsor visitor/s at NAS I, you must make a request 5 days prior to the planned visit with a copy of the visitor/s passport(s).
 - For further information contact the pass and ID office (US) at the main gate NAS II.
- To sponsor visitor/s at NAS II you must contact the pass and ID office at the main gate at NAS II.
- For more information about the procedures, please contact the Security Force Squadron at building 105.



NATO INTELLIGENCE, SURVEILLANCE AND RECONNAISSANCE FORCE
FORCE DE SURVEILLANCE TERRESTRE DE L'OTAN
I-95030 SIGONELLA MOB, ITALY
NAGSF IN-PROCESSING FORM



PART 1 – PERSONNEL INFORMATION			
Surname		NATO Rank	
Forename(s)		Nationality	
NATO ID Number		PE Number	
Sponsor's NAME		Sponsor's Phone No.	

PART 2 - IN-PROCESSING REQUIREMENTS		
J1 Central Processing Section NAGSF ID Application / MWA / Privileges / HN Support Coordination	Date (DD/MM/YYYY)	Signature, Rank & Name
J1 Manpower Section	Date (DD/MM/YYYY)	Signature, Rank & Name
Security Forces Squadron Access (Bldg - car) / Security Clearance / Form 5	Date (DD/MM/YYYY)	Signature, Rank & Name PRIORITY 1
CIS POC to complete the CIS In-processing form	Date (DD/MM/YYYY)	Signature, Rank & Name PRIORITY 2
CIS Phone / Network Access / User Account creation	Date (DD/MM/YYYY)	Signature, Rank & Name PRIORITY 3
NIOC Wing C2 Scheduling, NEC CCIS User Admin (Bldg 102/1014, Office Space 6)	Date (DD/MM/YYYY)	Signature, Rank & Name
Training Center	Date (DD/MM/YYYY)	Signature, Rank & Name
Transportation Branch	Date (DD/MM/YYYY)	Signature, Rank & Name
Health & Safety Officer	Date (DD/MM/YYYY)	Signature, Rank & Name
COVID-19 Vaccination POC for US members ISC Phalen (U.S. SEL) – POC for Non-US members Lt. Col. Borrelli (HN Liaison Officer)	Date (DD/MM/YYYY)	Signature, Rank & Name
National Authority (SNR)	Date (DD/MM/YYYY)	Signature, Rank & Name
Branch or Section Head	Date (DD/MM/YYYY)	Signature, Rank & Name
CSEL (Only OR-9 and OR-8)	Date (DD/MM/YYYY)	Signature, Rank & Name

Responsible action officers should initial and date when their action is completed.

Member will sign and date form and return to J1 Branch NLT/...../.....

NATO ISR FORCE ID CARD APPLICATION

All personnel must be in possession a valid National Passport/Military ID Card and Security Clearance when applying for a NISRF ID Card

Sponsor/Employee Information

Part 1		Personal Details			
Name (Last name, First name)			Maiden Name		Gender
Date of Birth			Country of Birth & Town		
Nationality (1)		Marital Status (2)		Date and Place of Marriage	
Rank/Title	NATO Rank		Service (3)		Type of Member (4)
Part 2		Employment Details			
Authorized post number (PE)		Squadron/Division		Branch	Bldg. / Rm.
NISRF ID Card no. (if you already have)		Posting Start Date		Posting End Date	Tel.
Part 3		Other Details: complete where applicable			
Last address abroad			Address in Italy (if you already have)		
Email address (official/personal)			Tel./Cell number		Do you have Permesso di soggiorno / Codice fiscale? (6) Yes No Note:

Dependents Information

Part 4 / A		Dependent Details - *please attach supporting notes/official documentation			
Name (Last name, First name)			Maiden Name		Gender
Relationship (5)		Date of Birth	Country of Birth & Town		Nationality (1)
Do you have Permesso di soggiorno / Codice fiscale? (6) Yes No Note:			Date of arrival in Italy		Date of departure
Part 4 / B		Dependent Details - *please attach supporting notes/official documentation			
Name (Last name, First name)			Maiden Name		Gender
Relationship (5)		Date of Birth	Country of Birth & Town		Nationality (1)
Do you have Permesso di soggiorno / Codice fiscale? (6) Yes No Note:			Date of arrival in Italy		Date of departure
Part 4 / C		Dependent Details - *please attach supporting notes/official documentation			
Name (Last name, First name)			Maiden Name		Gender
Relationship (5)		Date of Birth	Country of Birth & Town		Nationality (1)
Do you have Permesso di soggiorno / Codice fiscale? (6) Yes No Note:			Date of arrival in Italy		Date of departure

Applicant's declaration	I certify that the information above is true and correct, any false declaration may result in the loss of NISRF privileges and/or immunities. I understand that should any subsequent information ascertained by NISRF or host nation officials reveal that I am not entitled to receive NISRF privileges and/or entitlements, such privileges and/or entitlements can be withdrawn and Italian authorities are empowered to demand reimbursement of applicable taxes.	Applicant's Signature and Date
	I will return this identification card upon its expiration, upon termination of my tour/employment or NATO dependent status, whichever occurs first.	

Certified by SNR / NSE / NCIA Head	Rank/First Name/Last Name/Date/Signature/Stamp
---	--

Security Clearance Verified by Security Forces Sq.	Sponsors' Security Clearance type and validity: NS CTS NONE	Date Issued: Expiration:	Rank/First Name/Last Name/Date/Signature/Stamp
---	---	---------------------------------	--

To be completed by NISRF J1 personnel only	Rank/First Name/Last Name/Date/Signature/Stamp
---	--

NATIONALITY (1)								
NATO MEMBERS	ALB	ALBANIA	BEL	BELGIUM	BGR	BULGARIA	CAN	CANADA
	HRV	CROATIA	CZE	CZECH REPUBLIC	DNK	DENMARK	EST	ESTONIA
	FRA	FRANCE	DEU	GERMANY	GRC	GREECE	HUN	HUNGARY
	ISL	ICELAND	ITA	ITALY	LVA	LATVIA	LTU	LITHUANIA
	LUX	LUXEMBOURG	MNE	MONTENEGRO	NLD	NETHERLANDS	NOR	NORWAY
	POL	POLAND	PRT	PORTUGAL	ROU	ROMANIA	SVK	SLOVAKIA
	SVN	SLOVENIA	ESP	SPAIN	TUR	TURKEY	GBR	UNITED KINGDOM
	USA	UNITED STATES	MKD	NORTH MACEDONIA				
PFP MEMBERS*	ARM	ARMENIA	AUT	AUSTRIA	AZE	AZERBAIJAN	BLR	BELARUS
	BIH	BOSNIA AND HERZEGOVINA	FIN	FINLAND			GEO	GEORGIA
	IRE	IRELAND	KAZ	KAZAKHSTAN	KGZ	KYRGYSTAN	MLT	MALTA
	MDA	MOLDOVA	RUS	RUSSIA	SRB	SERBIA	SWE	SWEDEN
	CHE	SWITZERLAND	TJK	TAJIKISTAN	TKM	TURKMENISTAN	UKR	UKRAINE
	UZB	UZBEKISTAN						
MEDITERRANEAN DIALOGUE	DZA	ALGERIA	EGY	EGYPT	ISR	ISRAEL	JOR	JORDAN
	MRT	MAURITANIA	MAR	MOROCCO	TUN	TUNISIA		
ICI*	BHR	BAHRAIN	KWT	KUWAIT	QAT	QATAR	ARE	UNITED ARAB EMIRATES
PATG*	AFG	AFGHANISTAN	AUS	AUSTRALIA	COL	COLOMBIA	IRQ	IRAQ
	MNG	MONGOLIA	NZL	NEW ZEALAND	JPN	JAPAN	PAK	PAKISTAN
	PRK	REPUBLIC OF KOREA						
MARITAL STATUS (2)								
		MARRIED		CIVIL PARTNERSHIP		SINGLE		DIVORCED
		WIDOW(ER)						
SERVICE (3)								
	A	ARMY	AF	AIR FORCE	C	CIVILIAN	N	NAVY
	M	MARINES						
TYPE OF MEMBER (4)								
	MIL	MILITARY	NIC	NATO CIVILIAN	CIV COMP	NATIONAL CIVILIAN COMPONENT	DEP	DEPENDENT
	CON	CONSULTANT	INT	INTERNSHIP	CCS	CONCESSIONAIRES	SAT	SATELLITE
	SFP	FEDERAL POLICE	LWF	LOCAL WORK FORCE	LWR	LOCAL WAGE RATE	LWS	LOCAL WAGE SCALE
	DIP	DIPLOMAT	PFP	PARTNERSHIP FOR PEACE	INS	INTERNATIONAL SCHOOL	CTR IHP	US CONTRACTOR INDIRECT HIRE
	TDY	TEMP NATO DUTY (TRAVEL ORDER IS REQUIRED)	OTH	OTHERS	CIV VOL	CIVILIAN VOLUNTEER	CTR	CONTRACTOR
RELATIONSHIP (5)								
		SPOUSE		SON		DAUGHTER		CIVIL PARTNERSHIP
		COHABITATION		OTHER (specify)				
CODICE FISCALE AND PERMESSO DI SOGGIORNO (6)								
	CODICE FISCALE			It is a Personal/Tax identification Number, very useful and important document in Italy for many purposes. It can be requested through any Italian Embassy/Consulate prior your arrival in Italy or immediately after, your NSE/SNR or NISRF J1 can assist you.				
	PERMESSO DI SOGGIORNO			It is a temporary resident Permit. All Non-EU (European Union countries) Dependents and all non-EU NATO Civilians must apply to get "Permesso di Soggiorno" (the procedure shall be started within 8 days from entrance in Italy). NATO military members are not required to get this document as they are covered under the NATO SOFA Agreements.				

PFP: Partnership for Peace

ICI: Istanbul Cooperation Initiative

PatG: Partners across the Globe

NISRF J1 Branch - Central Processing and Personnel Support Section:

- Staff Assistant (Central Processing):
Bldg. B102 - Rm. 12233 ["Falcon"] - Tel. Comm. +39 095825 5198 - Tel. NCN 438-5198 - Email personnel@nagsf.nato.int.
- Staff Assistant (Morale & Welfare):
Bldg. T102 - Rm. 03-1 ["Falcon"] - Tel. Comm. +39 095825 5045 - Tel. NCN 438-5045 - Email basesupport@nagsf.nato.int.



FREQUENTLY ASKED QUESTIONS

How does the NATO Tax-Free Fuel Card work?

The NATO Forces Fuel Card allows you to purchase your tax-free fuel ration at ENI/AGIP stations. The card can be used directly at the fuel station by swiping or inserting it in the Point-of-Sale (POS) terminal and entering your secure PIN code. Your fuel transactions will be invoiced to you via your email. Please note that the tax-free fuel price will only be charged to your biweekly invoice if you have purchased your assigned fuel type within the limits of your monthly ration. You must use the NATO Tax-Free Fuel Card to receive tax-free fuel. You will not be refunded if a fuel transaction is paid for using a payment method other than your Tax-Free Fuel Card. When you go to an ENI / AGIP gas station for the first time, always ask before refueling if they accept the multicard (this is what most gas station attendants call the fuel card) and how it works in that station (use can vary from station to station, for example some gas stations use a different POS terminal for the multicards or the multicards cannot be used with self-service when the gas station is closed).

How do I sign up to receive a tax-free fuel card?

Personnel will be able to make an appointment with J1 to receive a fuel card. Registration forms are available in the J1 BSM/CPS Office and should be completed prior to your appointment. To issue the Fuel Card you must bring the following documentation with you: vehicle's registration, insurance, safety inspection and AFI driver license.

How many fuel cards will my family receive?

One card will be issued per primary vehicle for each eligible member (see below). If your family has 2 eligible members, each one with a primary vehicle, it will have 2 fuel cards (one card for each eligible member with a primary vehicle).

Who are the eligible members and what are the requirements?

Eligible members are:

- All non-Italian Military and International Civilian Staff personnel assigned to a NAGSF MOB Sigonella P.E. position with a primary AFI registered vehicle;
- All members of the German National Support Element (NSE) with a primary AFI registered vehicle;
- All members of other NSEs, when authorized, with a primary AFI registered vehicle;
- All Italian Military and International Civilian Staff personnel assigned to a NAGSF MOB Sigonella with an existing registered vehicle in the Italian Motor Vehicle Registration System.

How many liters of tax-free fuel can I purchase each month?

The ration amount and fuel type depend on the primary registered vehicle's engine size, engine base horsepower, and fuel requirement. Your monthly tax-free fuel authorization ranges from 100 liters to 400 liters maximum for automobiles while rations for motorcycles may not exceed 200 liters.

Is the NATO Forces Fuel Card a prepaid credit card?

No. The NATO Forces Fuel Card allows you to purchase your tax-free fuel ration by billing you via a biweekly invoice. The balance will be charged to the credit card on file and you will receive a monthly statement via email.

Is it safe to leave my fuel card in my vehicle?

It is best to safeguard your fuel card the same way you safeguard your personal credit cards. Keep the fuel card secure at all times. Do not give your PIN code to anyone and do not write your PIN code on the card.

Am I required to purchase my entire ration of fuel?

Customers are not required to purchase the fuel ration allotment and will only be billed for liters purchased.

Am I able to roll over my unused liters to the next month?

Fuel rations will not be rolled over month-to-month. Any unused liters in your ration will expire at the end of the month.

What happens if I have 20 liters left of my monthly tax-free fuel ration and I purchase 25 liters?

If your remaining tax-free allowance is only 20 liters and you fuel up 25 liters, Forax will split the transaction into 20 liters tax-free and 5 liters full price. This is known as a split purchase.

How will I receive my billing statement?

The billing statement will be sent monthly to each customer via email from Forax on behalf of the NEX and will reflect both bi-weekly billing cycles.

What communications will I receive regarding my fuel ration?

Customers will receive an email from Forax for the following reasons:

- Email for each transaction
- Email when customer reaches 80% of monthly allotment
- Email for a split purchase

If you do not receive emails from Forax, please check your spam folder before contacting J1 BSM/CPS Office.

Will I be required to pay in dollars or euros?

All fuel card bills will be paid in U.S. dollars.

Will my ration be turned off if my vehicle's registration, insurance, or safety inspection expires?

Yes. Please make sure to keep your primary and secondary vehicle's registration, insurance, and safety inspection current with J1 BSM/CPS Office. Bring updated documents to J1 BSM/CPS Office prior to the expiration dates or email it to nassigmvro@eu.navy.mil and basesupport@nagsf.nato.int and you will not experience issues.

Which gas stations will accept the fuel card?

The card can be used at over 4000 ENI and AGIP stations throughout Italy. Use www.stationfinder.eni.com or download the ENI app for your smartphone or tablet.

Can I use my fuel card at ENI or AGIP stations in other European countries?

No. The NATO Forces Fuel Card can only be used in Italy.

My card shows the Routex logo. Does this mean I can use my card at other Routex participants throughout Europe?

No. The NATO Forces Fuel Card can only be used at ENI and AGIP stations in Italy.

Can I use my card to pay for products other than fuel?

The card only allows you to purchase fuel. It cannot be used to purchase food or any other products at the station or to pay for highway tolls. Remember that selling, bartering, lending, or giving fuel to any non-authorized person is prohibited. It is also prohibited to buy or borrow fuel from any person. You can only purchase fuel for your primary vehicle at authorized ENI and AGIP stations in Italy. The illegal use of the NATO Forces Fuel Card is a violation of the Uniform Code of Military Justice (UCMJ) and Italian law and may result in both the loss of the offender's privilege to purchase tax-free fuel & oil and legal penalties.

Can I use my fuel card when there are no station attendants present?

Yes, the card can be used at all ENI and AGIP stations and will work at self-service stations 24 hours a day, 7 days per week.

My card is damaged. What should I do?

Please visit J1 BSM/CPS Office and you will be issued a replacement card. Please remember to destroy the damaged card.

I entered the wrong PIN, what should I do?

If you have entered the wrong PIN, even just once, you must wait 24 hours before trying to refuel again. Sometimes the multiscard circuit gives an error so it is always better to ask an employee of the service station if you can pay with the multiscard before you refuel.

I forgot my PIN code. What should I do?

Please visit J1 BSM/CPS Office to cancel your current card and you will be issued a replacement card. Please remember to destroy the cancelled card.

My card is lost or stolen. How can I cancel it?

Please contact J1 BSM/CPS Office to cancel the card. Once cancelled, you will be issued a replacement card. In case of theft, you must file a police report with your local base authorities.

I tried to refuel but my card is not working. What should I do?

In the unlikely event that the card isn't working at the fuel station, please:

1. Double check that you are using the correct PIN.
2. Check the error message on the POS display and ask the attendant for support.
3. Change gas station and wait 24 hours before trying again to refuel.
4. In case your card fails for the second time, contact J1 BSM/CPS Office during normal business hours.

I am leaving Italy. What should I do?

Please ensure that you out-process J1 BSM/CPS Office and have them cancel your card. Only do this when you are ready for it to be cancelled because it is immediate. Be sure to have the staff check your final balance and ensure you have paid any remaining balance for purchased rations.

Will I get charges to my credit card after my Fuel Card is closed?

Yes, but only if you have a balance from the previous month. The payment for fuel cards is processed the month following the charge. For example, if you refuel in January you'll be charged in February. For another example, if you leave the unit on 1 February and you used your fuel card in January, you'll still have a balance and will be charged in February. This will happen even if your card has been cancelled because the remaining balance has to be paid.

YOUR OBLIGATIONS AS A CARD HOLDER

- You are responsible for the correct use of your card and your PIN code.
- Keep your card and PIN code separate and secure at all times.
- Do not write your PIN code on your card and do not share it with other people.
- Ensure your PIN code cannot be seen when entering it at the POS terminal.
- Ensure your payment method information is correct.
- Ensure your vehicle registration, vehicle insurance, and safety inspection are current with J1 BSM/CPS Office.

FOR ANY ISSUES AT THE FUEL PUMP SUCH AS:

- Gas station refuses to take the card as form of payment
- Gas station attendant forces customer to use served versus self
- Gas station shuts off automated payment services after operating hours

The issue should be reported to Forax via phone at 0694-801-801 and an email should be sent to fuelcard@forax.eu and courtesy copy (CC) NAGSF J1 BSM/CPS Office basesupport@nagsf.nato.int.

It is highly recommended that you check your receipt to make sure the Fuel Type and amount of liters purchased are stated correctly. Always keep your receipt to compare with the FORAX transaction email. In the case of any inconsistencies or errors please contact the NAGSF J1 CPS / BSM Office.

Customer Signature: _____

J1 Signature: _____

Date: _____

Original signed kept in the NAGSF J1 BSM/CPS Office

HEALTH CARE SYSTEM IN ITALY

Tessera Sanitaria (Italian Health Insurance Card)

Once enrolled, Health Service District office will provide you with temporary Tessera Sanitaria paperwork for you and your family members.

Tessera Sanitaria is a plastic card and will be mailed to your home address (make sure your name is on the mailbox). It has to be shown every time you use any Italian Health service and can only be used in Italy. When you are abroad, you must use your national European Health Insurance Card (or any other insurance you have). It can be used also as Codice Fiscale (Tax Code card).



Libretto Sanitario (Health Book)

Health Service District office will provide you with a Health Book.

It is a personal document that certifies the registration to the Italian National Health System: Servizio Sanitario Nazionale (SSN). It has to be presented to your Family Doctor/Pediatrician the first time you go to see him/her. After that, the Libretto Sanitario has to be kept by the individual and must be shown to the Family Doctor when requested, for the health protection of the holder.

SERVIZIO SANITARIO NAZIONALE REGIONE SICILIA AGENZIA SANITARIA PROVINCIALE N. 3 (CATANIA)		SCELTA DEL MEDICO	
LIBRETTO SANITARIO		Codice Regionale: COD123	
Rilasciato il: 04/09/2018		Di: DOCTOR NAME	
dal Distretto di CATANIA EX CATANIA1		Decorrenza 04/09/2018	
Documento: COD1C3 FISC4L3		Valido fino al 31/08/2019	
Nome: FIRST NAME		Iscrizione al servizio SSR secondo il modello:	
Cognome: LAST NAME		E 10/01 E 10/02 E 11/02 E 12/01 E 12/02	
Data Nascita: DOB			
Cod. Fiscale: COD1C3FISC4L3			
Luogo Nascita: POB			
Residente in: RESIDENCE COUNTRY			
Indirizzo: RESIDENCE ADDRESS			
Domiciliato in: ADDRESS IN ITALY (CITY)			
Indirizzo: ADDRESS IN ITALY			
		Firma	

Medico di Base (Family Doctor) / Pediatra (Pediatrician)

In Italy all non-emergency medical treatment starts with the Family doctor and is free of charge.

The Family Doctor (for adults) and the Pediatrician (for infants and children 0-14) are general practitioners (Primary Care Physician) who treat acute and chronic illnesses and provide preventive care and health education to patients. They guarantee free clinic and home consultations, and are responsible for prescribing medication and referring patients to specialist consultations and tests or further levels of care if needed.

Home visits can be requested and will be carried out when the health conditions of the patient are such that do not allow him/her to reach the medical clinic.

Once the doctor has suggested a course of action, you will be given a prescription (Ricetta) which allows access to medicines from the pharmacy, hospital tests or visits to a specialist.

Visits to a hospital will require registering at the reception desk with the following documents: ID card, prescription and Tessera Sanitaria.

Specialist Doctor

In case of a specialized medical check, you can choose between specialized doctors operating within the National Health Service or professional ones.

In the first case you need a prescription issued by your Family Doctor and you will pay a reduced fee. Choosing to see a Professional specialized doctor will be more expensive.

Primary Care in Italy

In order to reduce the workload of the Hospital's Emergency Rooms, the Sicilian Health Care System has activated the following primary care locations with free access to every holder of the Italian Tessera Sanitaria: Punti di Primo Intervento (PPI) and Guardia Medica. These two options are available for minor health emergencies and low complexity situations.

Punti di Primo Intervento (PPI)

PPIs are primary emergency locations that are distributed among the local territory. These primary emergency locations are created to face minor emergency situations with low critical status (low priority cases) that do not necessitate full use of the ordinary Hospital Emergency Rooms. PPI duty hours usually are:

- Week days: 08:00 to 20:00
- Saturday, Sunday and all days before a Holiday: Closed

PPI locations within Catania and Siracusa districts:

- Catania 1: Stradale S. Giorgio c/o Poliambulatorio;
- Catania 2: Corso Italia n. 234 c/o Guardia Medica;
- Acireale: Corso Savoia n. 120 c/o Poliambulatorio;
- Adrano: Piazza S. Agostino ex P.O. c/o Poliambulatorio;
- Giarre: Via Forlanini n. 1 c/o P.O. Sant'Isidoro;
- Gravina: Via Monti Arsi n. 1 c/o Poliambulatorio;
- Paternò: Via Massa Carrara n. 2 c/o Poliambulatorio;
- Ramacca: Piazza Cavallotti c/o Poliambulatorio;
- Randazzo: Via Dominedò ex P.O. c/o Poliambulatorio;
- Vizzini: Via Roma n. 4 c/o Poliambulatorio;
- Siracusa: c/o Ospedale A. Rizza - Tel. 0931 724092 / 0931 724095;
- Augusta: c/o Ospedale Muscatello - Tel. 0931 989906;
- Lentini: Piazza A. Moro (2nd floor) - Tel. 095 909941;
- Noto: c/o Ospedale Trigona - Tel. 0931 890047.

Guardia Medica

Guardia Medica is an on-call emergency physician to provide medical assistance for minor illnesses and prescriptions at nights, weekends, holidays and after normal duty hours when the Family Doctor is unavailable. Usually pharmacies can provide the address of the nearest Guardia Medica. Guardia Medica duty hours usually are:

- Weekdays: 20:00 to 08:00 the following day
- Saturday and days before a Holiday: 24 hours/day
- Sundays and Holidays: 24 hours/day

Guardia Medica locations, addresses and phone numbers can be found at the following websites:

- CATANIA District: <http://www.guardiamedicacatania.it/>
- SIRACUSA District: <http://www.guardiamedicasiracusa.it/>

Emergency Telephone Number

112 is the Italian and European Union emergency telephone number that can be dialed free of charge from fixed or mobile telephones, that allows a caller to contact the local emergency services for assistance (Police, Fire and Rescue, Ambulance).

If you absolutely need immediate emergency care for life-threatening medical problems, call 112 or 118 from anywhere in Italy and an ambulance will pick you up and take you to the nearest public hospital.

When you enter the hospital you will be evaluated at the check-in desk (Triage). You will then be assigned color in accordance with your level of need:

- **RED** for life-threatening conditions;
- **YELLOW** for potentially life-threatening conditions;
- **GREEN** for minor injuries or illnesses;
- **WHITE** for non-urgent conditions.

If you are assigned a white or green code and there are other patients ahead of you with red or yellow codes, you will have to wait until they are treated first before you receive care.

Immunizations

It is recommended to bring the immunization (vaccination) records for you and your family members and make sure they are up-to-date.

All children entering the Italian public school must have had a series of immunizations.

Failure to provide proof will result in children not being allowed to attend school.

The new Italian law extends the number of mandatory and free vaccinations for minors, between 0 and 16 years old, to the ten listed below:

- Anti-polio [Italian: anti-Poliomielitica];
- Anti-diphtheria [Italian: anti-Difterica];
- Anti-tetanus [Italian: anti-Tetanica];
- Anti-hepatitis B [Italian: anti-Epatite B];
- Anti-pertussis [Italian: anti-Pertosse] (aka: whooping cough);
- Anti-Hib [Italian: anti-Influenza tipo B] (aka: Haemophilus Influenzae type B);
- Anti-measles [Italian: anti-Morbillo];
- Anti-rubella [Italian: anti-Rosolia] (aka: German measles);
- Anti-parotitis [Italian: anti-Parotite] (aka: mumps);
- Anti-varicella [Italian: anti-Varicella] (aka: chickenpox).

In addition, the law forces the Italian Regions to ensure the availability and the free offer (for Tessera Sanitaria holders), for minors, between 0 and 16 years old, the following other 4 NON-mandatory vaccinations:

- Anti-meningococcus B (against meningitis type B) [Italian: anti-Meningococcica B]
- Anti-meningococcus C (against meningitis type C) [Italian: anti-Meningococcica C]
- Anti-pneumococcal [Italian: anti-Pneumococcica]
- Anti-rotavirus [Italian: anti-Rotavirus]

The Educational Institute, at the time of enrollment, shall request the declaration or documentation attesting to the fulfillment of the vaccination obligations from the parents or legal guardian of children up to 16 years, (including unaccompanied foreigner minors).

In case of authorized exemptions, omission or deferment of vaccinations, one of the following documents, issued by the competent health authorities, shall be submitted:

- Certificate of the omission or deferment of the vaccinations for health reasons, issued and signed by the family doctor or pediatrician
- Certificate of immunization following the natural disease signed and issued by the family doctor or pediatrician; or copy of the certification of infectious diseases already had, issued by the local healthcare authority or verified by serological testing.

HOUSING

Housing General Info and Tips

Moving to a place is an important step and there are several factors to consider in making a housing decision. Be careful with your choice and ask questions if you are not sure about anything. Once you sign a lease contract it can be hard to break as the Italian law normally requires a written notification to the landlord 6 months in advance of lease termination.

Take into account the following points while looking for home:

- In Sicily there are apartments, houses (usually one floor) and villas (individual homes with fences and more rarely with garden) and may be smaller than other countries (generally approximately 100 square meters)
- Italian houses and apartments normally do not have closets, light fixtures or kitchen facilities; sometimes they do not even have a kitchen sink. Generally, they are rented "completely empty", but it is also possible to find fully or partially furnished homes
- Please check your electric home appliances before shipping them. Electricity in Italy conforms to the European standard of 220V to 230V with frequency of 50Hz. Wall sockets may be different than other countries. The power plugs and sockets used are type C, type F and type L
- Consider all other expenses to be calculated on top of the rent. Common charges include: service charges, utility bills, water, waste tax, etc.
- Before making a decision on where to live, review maps, road conditions, note distances from base (houses may be from 15 to 50 kilometers from the base), check availability of schools and school busses or public transportation. (See J1/Base Support for Sigonella School Bus transportation map.)

NAS US-Navy Sigonella Housing Office

The US Sigonella Housing Service Center, located in NAS 1, currently assists all incoming US military/civilians and NATO personnel. They provide support with community housing in the local area. The Housing Office also has a Rental Partnership program with some local real estate agencies to provide additional services and houses.

[Homes.mil](#) is a US CINC website where all available houses are listed. It is a user-friendly portal and it is open to non-American customers. All houses and apartments listed have already obtained the Housing Office's approval following their inspection and meet the standards set forth by the US Housing and Security Departments. We encourage using it.

House Hunting

One of the best ways to find a house is to spread the word among colleagues. It can be helpful if your sponsor drives you around to see some of the surroundings areas. Other solutions are to get in touch with a Real Estate Agency, check newspapers, advertisements or internet portals.

- Real Estate Agencies
 - Realtors will typically help you locate a house, show you the house and negotiate a contract with the landlord that will work for the duration of your posting.
 - The realtor will also register the contract with the local Revenue Office (Agenzia delle Entrate) and help with utility contracts initiation.
 - In Italy, Realtors usually have very little contact with their clients after the contract is signed. When using a real estate agency broker to rent a house, the fee is normally up to two times the monthly rent (this can be negotiated).
 - Many real estate agencies publish magazines or flyers with rental offers for free, or advertise offers on their websites.
- Internet Web Portals
 - There are many websites offering advertisements of properties for rent. If you choose to look for a house through the Internet, you should always be aware of scams and frauds: never pay money to the owners without being sure that everything is in order and always take a receipt for the deposit. Better losing a good chance than losing money.

Lease Contracts

According to the Italian law there are basically three types of residential contracts. These are based on an agreement made between the landlord (locatore) and the tenant (conduttore):

- **Free Market Contracts** (contratto di locazione a canone libero ~ 4 years + 4 years) lasts for four years, with an automatic renewal of a further four years (often called 4+4)
- **Residential Mutually Agreed Contracts** (*contratto di locazione a canone concordato* ~ 3 years + 2 years) with duration of 3 years and automatically renewed for another 2
- **Transitory Mutually Agreed Contracts** (contratto di locazione ad uso transitorio) is normally used for temporary rentals between 1 and 18 months (applicable usually to particular situations such as valid family, health or temporary work reasons) and it is not renewable

Always verify what type of contract is offered, make sure you understand what it requires, and check all the terms for renewal or cancellation of the contracts.

Security Deposit

After the lease contract is signed and before moving into the rental property, it is usually required to pay for the first month's rent and security deposit. The deposit is normally calculated as 1 or 2 months' rent (amount cannot exceed 3 months' rent), and at the lease termination will be returned in total minus any amounts deducted for repairs in case of damages.

For this reason, it is important to make sure the contract comes with an annex or report describing the status of the rooms and the list of items and furniture.

The law obligates the tenant to return the property in the same conditions which it was received, according to the description that has been made in the report, without prejudice to normal wear and tear, otherwise, there might be problems for the return of the deposit.

Cost of Maintenance

Extraordinary maintenance expenses and permanent changes or renovations must be paid by the landlord. The tenant must pay for ordinary expenses related to the consumption and annual maintenance of the boiler, etc., the cost of the minor maintenance (repair/replacement of water tabs, sanitary fittings, windows, locks, etc.).

Utilities and Service Charges

Utilities are rarely included in the rent but this may be negotiated with the landlord.

A common charge (condominium fee) is usually added to the monthly rent to cover expenses for all service charges pertaining to the property and common areas such as: maintenance of elevator; insurance; maintenance and cleaning of stairs, courtyard and/or gardens; costs of administration of the building; and may also include heating if centralized, water, and waste tax.

It is necessary to activate all utility contracts, (electricity, city gas, water, telephone and in certain cases waste tax), in your name. Your landlord or real estate agent can help you on this matter.

Utility bills in Italy are generally paid bi-monthly. Be aware that sometimes you might have to pay a deposit fee on the first bill which will be returned with the last bill after the termination of the contract. It is your responsibility to terminate all contracts before leaving.

Contract Termination

The terms for the expiration of the lease are set out in the contract. In all cases, the landlord must wait until it expires and communicate his decisions in writing to the tenant.

The tenant may cancel the contract in advance for valid reasons (transfer of work, serious family problems, etc). In both cases a prior notice must be given.

The deadline is usually limited to 6 months, unless stated differently in the contract, and notice must be done with a written letter and sent by registered mail with confirmation of receipt (Raccomandata A/R) from Italian Post Office (Poste Italiane – use of private post office/courier is not accepted by the law).

Early Termination

As a military and NATO member keep in mind that you may leave Sigonella sooner than expected, so it is suggested to have early termination clause in the contract in case of reassignment. The clause can be somewhat similar to the following:

“The Tenant may recess in advance from the lease contract by providing fifteen/thirty days of notification prior to the release of the premises, together with a proving document, only for the following specified cases: 1) if the Tenant or his family is transferred from the Catania area; 2) if the Tenant is ordered to occupy government quarters in the proximity of the base; 3) if for any other diplomatic or military reason it is be impossible for the Tenant to use the premise.”

Contract Signature and Registration

Signing a contract means the involved parties mutually commit to the stipulations in that contract. The law states that the lease contract must always be in writing and always registered.

In Italy, the landlord must register the rental contract with the Agenzia delle Entrate (National Revenue Office) not later than 30 days after it has been signed. Registration involves the payment of a tax and it is split equally between the landlord and the tenant (can be up to 2% of the annual rental amount, and it is free for those who choose the optional special tax regime “cedolare secca”).

It's very important to read everything carefully and make sure that the document you sign is absolutely clear in all its parts, including small prints and clauses. In order to sign the contract you will need a copy of your National ID Card or Passport and Italian Codice fiscale. In order to be valid in case of tax audit or litigation, a rental contract must contain the following information:

- Personal details of the landlord and the tenant and the date of signature of the document
- Property details, including the annual amount of rent, and a clause confirming that the property has the Energy Performance Certificate (Attestato di Prestazione Energetica or APE)
- The community costs/common charges to be paid by the tenant (expenses for doorman, elevator, insurance, common areas maintenance and cleaning, gardening, heating if centralized, etc.)
- The amount of deposit (normally 2 months' worth of rent)
- Contract length and the terms and conditions relating to the termination of the contract by either party;
- The terms and conditions relating to upkeep and maintenance of the property;
- The contract must be written in Italian and can have a translation in a second language on the margin or on an annexed document.

BANKING IN ITALY

It could be useful to have an Italian bank account for income purposes, to cash a check in Euro currency, to pay rent, telephone and other utility bills, or for the automatic payment of highway tolls (Telepass). Most bills can be paid at the Italian Post Office as well.

Opening a Bank Account for European Union (EU) Citizens

All citizens legally residing in an EU country should be entitled to open a "Basic Payment Bank Account".

Banks should not refuse your application for a basic payment account just because you don't live in the country where the bank is established. However, not all the Italian banks have adopted this directive yet.

A "Basic Payment Bank Account" is an account that covers standard transactions that you use in daily life, such as: making deposits, withdrawing cash, receiving and carrying out payments (such as direct debits and card purchases). It might also include a payment card that you can use to withdraw cash and make purchases both online and in shops.

Where available, the bank should include access to online banking services with your account. However, they do not always have to include an overdraft or credit facility. In some EU countries, your bank might still charge you an annual fee for this basic payment account. This fee should remain reasonable.

Opening a Bank Account for Non-EU Citizens

Opening a Bank account for Non-EU citizens might be a little more difficult as some banks may request a proof of residence in Italy or EU. However, as NATO members are not obliged to be residents in Italy, many Italian banks are able to open a basic payment bank account as soon as you provide your Statement of Service as a NATO member.

ATMs in Italy

ATMs in Italy are commonly called "Bancomat". Also most of the Italian Post Offices (Poste Italiane) are equipped with ATMs ("Postamat").

Local Banks Willing to Open an Account for NISRF

Thanks to NISRF personnel feedback, please find attached a list with contact information for local banks in Sigonella area surroundings.

- Banca Intesa, Piazza Trento 1, Catania 095-7305954;
- Banca Agricola Popolare di Ragusa BAPR, Via XX Settembre 47, Catania, 095-7194112;
- Banca Intesa, Via Principe Umberto 108, Augusta, 0931-527333.

Documentation to open a Bank account

- Main documents needed to open a bank account in Italy:
 - National ID Card (for EU members only) and/or Passport (for Non-EU members) and/or Permesso di Soggiorno (for Non-EU family members);
 - Statement of Service for NATO (NAGSF Base Support Management Branch will issue);
 - Proof of your address in Italy;
 - Copy of Italian Codice Fiscale;
 - Copy of your National Tax Identification Number (TIN), which is a number used to identify taxpayers and facilitate the administration of their national tax affairs (somewhat similar to Codice Fiscale or the American Social Security Number).

For EU members only, see the following website to check where you can find your TIN number: https://ec.europa.eu/taxation_customs/tin/tinByCountry.html?locale=en.

Taxation on Bank Accounts

All Italian bank accounts are taxed by the State at an annual flat rate of 34,20€ each, only when its' annual average balance is higher than 5.000€.

This is in addition to any other account service charges applied by the individual bank.

Accounts in the name of individuals with an average annual balance of less than 5.000€ are exempt from the tax.

The amount can be paid in a single payment, quarterly or monthly. In some cases, the bank is responsible for the tax, and therefore it is not charged to the current account holder.

Poste Italiane Banking Services

Italian Post Office "Poste Italiane" offers Banking services as well, such as bank checking accounts and prepaid credit cards.

***N.B.:** This is for information only, NAGSF BSM Branch does not endorse or promote any private company.*

VEHICLE REGISTRATION

All NATO Intelligence, Surveillance and Reconnaissance Force (NISRF) military and civilian personnel as well as NSEs (if authorized) must register their Privately Owned Vehicles (POVs) in the Allied Forces Italy (AFI) system following specific procedures. The NISRF Base Support Management (BSM) Branch will issue tax-free benefits in accordance with the Status of International Military Headquarters Set up Pursuant to the North Atlantic Treaty (Paris Protocol).

Authorized Vehicles

All non-Italian NATO members in Italy can temporarily import or purchase privately owned vehicles (POVs), free of customs duty and VAT (IVA), to be registered in the Allied Forces in Italy (AFI) system, for the duration of their NATO tour of duty. Registration is by appointment through the NAS Sigonella (NASSIG) Motor Vehicle Registration Office (MVRO) located in Sigonella NAS2. Each eligible member can have up to three motor vehicles at any given time registered in the AFI system.

Driving License

All official driving licenses from European Union (EU) countries are recognized in Italy. International driving licenses are accepted as well.

However, as stipulated in the Status of Forces Agreement (SOFA), all eligible drivers (excluding Italian personnel) must obtain an AFI Drivers License prior to initiating the vehicle registration process.

The requirements to obtain an AFI drivers license are:

- Completion of the Driver's Safety Briefing from the MVRO (Please call 624-5275/6171 for appointment.) You will be provided a License Data Sheet form with a "Safety" stamp after passing the Safety Course.
- 18 years of age or older and having a valid EU/State/Country driver's license. (Provide a copy for MVRO.)
- A Basic Riders Course (BRC) is also required for two-wheeled vehicles for all Non-EU personnel. All EU personnel (excluding Italian) are not required to attend the BRC course unless they plan to drive on NAS 1 and Marinai.

Registration Procedures

All eligible personnel requesting the registration of POVs will need an appointment at MVRO.

MVRO will confirm the appointment by email with details about procedures and required documentation to be presented, which at minimum consist of:

- NATO ID Card and Assignment Order to NAGSF P.E. position
- State/EU drivers license
- AFI drivers license
- Original Title and/or last national Vehicle Registration Certificate
- Copy of shipping document and/or required Customs forms (if applicable)
- Lien information, data and place of purchase, value of the vehicle and/or invoice
- Safety Inspection and Italian insurance
- Registration fees (5,00€)
- Road Tax fees (for registration of a secondary vehicle)
- Members may be required to drive to the local Italian Customs Agency, located at the Catania Port, together with an MVRO clerk for the issuance and stamp of the vehicle's Customs document (usually one or a few days after the appointment for Registration).

MVRO will issue a Military Registration Title Certificate to be kept in the vehicle at all times and Italian license plates to be attached to the vehicle.

After the registration process is completed, all members must provide the NAGSF BSM Branch with copies of the following documentation for the new AFI registered vehicle:

- Registration Title
- Insurance
- Safety Inspection

Documents can be submitted by email to basesupport@nagsf.nato.int on NU.

BSM Branch, in coordination with J1-Personnel Branch, is responsible for maintaining an updated database for all POVs (primary or secondary) of all NAGSF personnel. The office is also responsible for keeping a copy of all pertinent documentation related to the primary POVs for NAGSF Italian military and civilian personnel. BSM Branch will issue Fuel Ration Cards linked to the primary AFI registered vehicle and will keep records of all purchased litres of Petroleum, Oil, Lubricant (POL) by eligible personnel.

Safety Inspection

All personnel will ensure their POVs are maintained in a safe operating condition.

All AFI registered vehicles will undergo a mechanical and safety inspection by the NEX (Navy Exchange) AUTOPOINT located on NAS2 (from Monday to Friday 09:00-17:30).

The inspection shall be performed:

- Upon initial vehicle registration
- Upon transfer of ownership to another eligible Member
- Based on the POV's age (Model Year):
 - Less than 4 years: Once at initial registration
 - 4-6 years: Every 2 years
 - Older than 6 years: Annually

Safety inspection must be maintained for the duration of the vehicle's presence in Italy. Any vehicle that fails to pass a safety inspection will not be registered, the previous registration will not be renewed, nor can the vehicle be sold. If after 90 days the vehicle has not passed the safety inspection, eligible members must dispose of the vehicle through the MVRO scrapping procedures.

Insurance

In Italy, it is mandatory to insure your motor vehicles with a Motor Liability Insurance company. To continue insurance without lapse of coverage, you have to pay the renewal premium no later than five days prior to your policy renewal effective date.

All AFI registered POVs must have proof of Italian insurance providing the minimum specified coverage as required by the Italian government.

Insurance companies must be Italian or authorized to operate in Italy with a local representative who writes the contract in Italian. The only Italian and Foreign Insurance companies authorized to operate in Italy are listed in the IVASS.it website.

Liability insurance must be maintained for the duration of the vehicle's presence in Italy. Cancellation of insurance or failure to maintain specified coverage of insurance will be sufficient grounds for immediate termination of the AFI registration and driving privileges, and impoundment of POV.

Failure to possess proper insurance documents could lead to fines and administrative fees by the Italian authorities.

Other Insurance Advice

- Keep a copy of the Insurance Certificate and Contract in the Vehicle at all times
- Policy premiums vary according to the horsepower of the vehicle, the location where the vehicle is registered, and the age of the owner (the costs per year can be between 400,00 and 2500,00)
- The basic Motor Liability Insurance with the minimum coverage required by law, offers protection against third-party insurance claims and covers the owner or driver, against the risk of paying damages to people, animals or things (within the limits set by the contract and/or by the law)
- If a vehicle has been insured with the minimum coverage, liability for death or injuries to passengers in that automobile are usually covered, but the driver is not covered. To provide this type of insurance, the owner must specifically ask the insurance agent for the coverage
- Comprehensive and collision coverage (and/or protection against damage not resulting from a collision, such as theft, vandalism, fires, and natural disasters) are not included in the compulsory insurance. They are completely optional and must be requested if needed
- Sometimes insurance costs can be reduced if, before arrival in Italy, the member is in possession of a Letter/Statement written by his current Insurance Company documenting how many years he's driven safely without a claim (No Claim History Statement). Show this letter to the Italian Insurance Company to request the discount. Not all insurance companies offer this service and are not required to accept Claim History from previous insurance companies.

Driving Safety/Emergency Kit

It is required by Italian Law to have a safety/emergency Triangle and Safety Vest in the car at all times. These are used in the event of an accident and/or stationary car on the roadway.

- The warning triangular signal is made of high reflective material, and must be positioned vertically at least 100 meters from the rear of the vehicle to ensure visibility of the stationary car.
- The high-visibility jacket must be worn, day or night, when the car is left on roads outside the cities, or in emergency lanes.

Headlights must be used at all times outside built-up areas and in all tunnels. Motorcycles must use headlights during the day at all times. If your vehicle is equipped with daytime running lights (DLRs), they can be used instead.

Road Tax

AFI registered Primary POVs are exempt from Italian Road Tax. Road Tax will be paid annually for all secondary POVs registered in the AFI system. Road Taxes are based on the engine size (kilowatts of power) and age of the vehicle.

Secondary vehicle registration expires with the Road Tax. If the Road Tax is not paid, the registration cannot be renewed, the POV cannot be driven and members may incur fines and administrative fees.

To make road tax payments you need to request a voucher by sending an email to nassigmvro@eu.navy.mil and Cc: basesupport@nagsf.nato.int specifying your car and the license plate number. If you have a new safety inspection and/or new insurance, please attach it to the e-mail.

After you receive your voucher via email, you can proceed to make payment:

- **Wise App:** At the end of this Annex you will find a guide “How to Use Wise App”
- **Bank Transfer:** The MVRO accepts bank transfer confirmations only if you are able to print a bank transfer confirmation in English or Italian, no other languages are accepted by MVRO. If you pay by bank transfer and your bank does not permit you to print a confirmation receipt in English or Italian, you will lose your money and have to pay twice for a new transaction using the Wise app
- **Community Bank:** Only if you are US NATO personnel. If you do not have an account with Community Bank, the fee must be paid in cash. (ATM is on-site.)

Once the payment is complete, members will send their receipt to MVRO via email and wait for them to schedule a time for you to pick up your Registration. Once you have the new Registration, remember to send it by email to basesupport@nagsf.nato.int as well so that we can update your fuel card.

For any further information, to view any notices or opening hours and much more, you can follow the MVRO Sigonella Facebook page at this link:

<https://www.facebook.com/profile.php?id=100076539612011>

Vehicle Registration and Gas Card Procedures

NAGSF personnel requesting the registration of a Privately Owned Vehicle (POV) shall schedule an Appointment at MVRO.

Location: Building 724, NAS II, First Floor

Office Hours: Monday - Friday: 0800-1200; 1300-1600

Comm: +39 095-86-5275/6171

DSN: (314) 624-5275/6171

Email: Nassigmvro@eu.navy.mil

Website: <https://cnreurafcen.cnicy.navy.mil/Installations/NAS-Sigonella/Operations-and-Management/Motor-Vehicle-Registration-Office/>

IMPORTANT INFORMATION

- Ensure after you attend the safety drivers course you call and make an appointment with MVRO to receive your AFI license (be sure to bring your safety data sheet).
- There is a 5-EURO registration fee per vehicle you register
- Only Sponsors can conduct all transactions at MVRO. A spouse can take care of them only with a Special POA! Please be aware that even in this case the vehicle will be registered in the sponsor's name and ensure the documents provided to MVRO for the registration are in the sponsor's name.
- You are only authorized three (3) vehicles registered at one time. If you ship, dispose, or sell, one of the vehicles and plan on purchasing another vehicle, please call a minimum of one day prior to request a vehicle unlock.
- Member MUST be sure to send updated vehicle insurance and safety inspection to the MVRO Office. Documentation can be emailed to NASSIGMVRO@eu.navy.mil. All registrations must be signed and picked at the MVRO!
- Safety inspections are based on the year of your vehicle ask a clerk about the year chart.
- You ONLY pay road taxes on your 2nd or 3rd duty-free vehicles, NOT PRIMARY. Request voucher via email at NASSIGMVRO@eu.navy.mil. Road tax is paid at Community Bank.
- Road Taxes are due annually paid in 12 month increment unless there is an extenuating circumstance contact MVRO for further information. Taxes are based on vehicle horsepower and age – the older the vehicle / larger the engine the more you will pay in road taxes Annual Rates for automobiles range from 150 – 500 Euro.

GAS RATIONS

- Gas card rations for your vehicle will be started once all required documentation is received by the BSM office for your vehicle(s) that is/are registered.
- You receive a gas card only for your primary vehicle. However, all vehicles MUST be in compliance with NASSIGINST 5514.3 to avoid fuel rations being deactivated.
- **Your Gas Card will be deactivated for the following reasons:**
 - Expiration of your safety inspection on any/all vehicles.
 - Expiration of your registration on any/all vehicles.
 - Expiration or failure to provide proof of insurance on any/all vehicles.
- Gas Rations Reactivation is complete once all required documents are submitted to MVRO and the BSM office. After reactivation, you will need to go to the BSM office to obtain a new gas card.

BUY AND SELL VEHICLE TRANSFER

- Buy and Sell transactions require an appointment, both buyer and seller need to show.
- Unfortunately there is no way to refund road taxes that have been paid in advance. Road taxes are transferable to the new owner but must be registered as 2nd or 3rd vehicle
- Please ensure you have the following documents readily available for your appointment:
 - ☐ Copy of your Orders (Military), DoCPers Letter and LOA/Orders (Contractor), Logistical Support Letter and LOA/Orders (Civilians)
 - ☐ Military/ Civilian/ Contractor CAC
 - ☐ Valid State Side or country Driver's License
 - ☐ AFI Driver's License
 - ☐ Proof of Insurance
 - ☐ Passed Safety Inspection-Must have been completed between 60 days prior to sale
 - ☐ Lien Release. If there is a lien on the vehicle (identified on the registration) the seller is required to provide a written authorization letter from the Financial Institution acknowledging that all liens are satisfied.
- After appointment add the AFI and vehicle plates to Italian Insurance document for USAA. They will email your policy to the MVRO with your permission.
- GEICO-Clements's policies can be arranged online or over the phone (website). You will need your Codice Fiscale. They will email your policy to the MVRO with your permission.
- AFI "COVER PLATES" are required to stay on the vehicle.

REGISTRATION OF VEHICLES: VEHICLE PROCESSING CENTER (VPC)

- To find out about your vehicle's arrival please contact VPC at DSN 624-5413, Com 095-86-5413. Unfortunately, you cannot register your vehicle until it physically arrives at the VPC and clears Italian Customs. Once your vehicle arrives, an appointment is required with MVRO to obtain registration and license plates prior to picking up your vehicle at the VPC.
- You must obtain a safety inspection after your appointment.
- Please ensure you have the following documents readily available on the appointment day:
 - ☐ Valid **original** Vehicle Title/Certificate of Origin **or previous** Registration in owner's name. If title or registration is in the dependent's name, the sponsor will need to bring him/her to MVRO so a Bill of Sale can be accomplished.
 - ☐ Proof of insurance -
 - Insurance must be in the Sponsor's name and valid for **minimum of six months**.
 - Failure to maintain insurance will be sufficient grounds for immediate termination of registration, driving privileges, and may result in disciplinary actions.
 - MVRO cannot issue the registration and/or plates until an insurance document is provided it is required by Italian law is provided. No exceptions.
 - If you are USAA insured, you must contact the Company to establish the new policy before reporting to MVRO. USAA will e-mail the policy to MVRO with your permission. Policy arrangements via phone at MVRO are allowed.
 - GEICO-Clements's policies can be arranged online or over the phone (website). You will need your Codice Fiscale. They will email your policy to the MVRO with your permission.
 - ☐ AFI Driver's License and Copy of State-Side Driver's License
 - ☐ Military - ID and PCS orders
 - ☐ Civilian - ID and Logistical Support – Contractors are required to provide a valid DOCPER letter, Civilians. GS are required to provide Orders.

DENATIONALIZATION PROCESS USED VEHICLES

IMPORTANT: The registration process is divided in 3 steps taking place on 3 separate occasions.

IMPORTANT: During the Denationalization process the vehicle will not have license plate. Please ensure it is in a safe location.

1. **STEP 1. POLICE CHECK-** Email NASSIGMVRO@eu.navy.mil the Italian Registration (libretto) (front and back and a copy of the title of the vehicle). It is important that both documents have the same owner on them. On the back of the registration it has to show a valid Revisione, Certificate of property, and the sponsor's orders. MVRO will then conduct a Police Check, if the check is good, then we will schedule your second appointment.

2. **STEP 2. VIN CHECK-** You need to come in with the Owner of the Vehicle and the vehicle you are purchasing. Service member will Sponsor the vehicle owner and vehicle on base at the NAS II Pass & I.D. Office. Note that in order for the vehicle to enter the base it must have valid insurance (Italian Owner Policy) or be escorted on base on the back of a tow truck. Conduct a safety inspection at the NEX Auto Port prior to the appointment. A physical VIN check will be conducted at MVRO to ensure all the information matches.

- The vehicle owner will be given an authorization letter to proceed to conduct all the documentation at the agency on the local economy. **Please note:** 200 EURO fees are associated with this transaction (this payment is between the buyer and the seller).

3. **STEP 3. REGISTRATION AND PLATE ISSUE-** MVRO will provide Plates and AFI, please be sure to bring:

- ☐ Copy of your Orders (Military) and DOCPER Letter (Contractor)/Logistical Support Letter (Civilian)
- ☐ Military/Civilian CAC
- ☐ Valid State Side Driver's License
- ☐ Italian Translation License
- ☐ Safety Inspection (Passed)
- ☐ The Italian Documents needed from the Local National:
- ☐ Bill of Sale
- ☐ Visura Document
- ☐ EX1 Document
- ☐ Cancellation Document (If QR is provided please follow the directions to obtain the official documentation)

MOTORCYCLE / SCOOTER / MOPED REGISTRATION

IMPORTANT. Motorcycle endorsement or BRC is required prior to purchasing a motorcycle! NO EXEPTIONS!!!

- Definition of a Motorcycle: A motorcycle is a two wheeled vehicle with the exception of Quads with minimum size engine of 50 cubic centimeters. Regardless of the individual's circumstances all motorcycles must be registered in the AFI System. Failure to register your motorcycle and pay applicable road taxes will result in the removal of your Tax-free fuel privileges.
- Documents needed to drive a motorcycle:
 - ☐ Please ensure you contact the Motorcycle Safety Office Coordinator, at 624-5360/6266.
 - ☐ Motorcycle endorsement on a valid State Side License (If applicable) **OR** Basic Riders Course (5 Year expiration)
 - ☐ Advance Riders Course required 1 year after registration.
 - ☐ Documents needed to register your motorcycle in the AFI system:
 - ☐ Copy of your Orders (Military), DoCPers Letter and LOA/Orders (Contractor), Logistical Support Letter and LOA/Orders (Civilians)
 - ☐ Military/ Civilian/ Contractor CAC
 - ☐ Valid State Side or Country Driver's License
 - ☐ AFI Driver's License
 - ☐ Proof of Insurance
 - ☐ Passed Safety Inspection (sales)
 - ☐ Copy of the Title, Last registration, Certificate of Conformity.
 - ☐ Invoice (for vehicle coming through custom or dealer)
 - ☐ If it has been processed through Customs, you will need the T-1 Document or IM7 Document.
 - ☐ Certificate of property (Moped under 50cc not required)
 - ☐ Memo from Personal Property Office if shipped in House Hold Goods.
 - ☐ Shipping Document if shipped through a commercial shipping company.

AFI REGISTRATION RENEWAL

IMPORTANT: Your registration must be renewed even if the vehicle is inoperative or not in use!

IMPORTANT: The CMVRO system maintained by the office automatically generates an email notification prior vehicle documentation expiration dates. If the documentation is expired more than 30 days your account is automatically suspended for 14 days.

- Ensure you have the following documents readily available for your appointment:
 - ☐ ID Card & AFI Driver License (EU License and translation for NATO personnel)
 - ☐ Proof of Insurance: **Must be in the Sponsors name and valid.**
 - ☐ Safety Inspection
 - ☐ Previous AFI Registration
 - ☐ Current copy of orders, extension letter/ logistical support letter/DoCPers Letter.



How to Pay Road Tax Using the WISE App (TransferWise)



WISE App (TransferWise) Steps

1. Request a road tax voucher from MVRO through email
2. Download WISE and create an account inside the app
3. Tap the Send button on the bottom of the screen
4. Select starting currency (the currency you will be paying with) and end currency (the currency the recipient is requesting)
 - a) Type the total amount into the end currency box to make sure all fees are included and the recipient is paid the entire amount requested

This screenshot shows the 'Send' screen in the WISE app. At the top, it says '4' with a close button. The 'You send' section shows 57.74 USD. Below this, a breakdown of fees is shown: 0.09 USD for Bank debit (ACH) fee and 0.77 USD for the service fee, totaling 0.86 USD. The total amount to be converted is 56.88 USD. The exchange rate is 0.879050, with a note about a guaranteed rate for 14 hours. The 'Recipient gets exactly' section shows 50 EUR. At the bottom, it says 'Should arrive in 5 hours' and has a green 'Continue' button. A numeric keypad is visible at the bottom of the screen.

This screenshot shows the 'Send' screen in the WISE app. At the top, it says '4' with a close button. The 'You send exactly' section shows 1,000 USD. Below this, a breakdown of fees is shown: 1.60 USD for Bank debit (ACH) fee and 4.80 USD for the service fee, totaling 6.40 USD. The total amount to be converted is 993.60 USD. The exchange rate is 0.879050, with a note about a guaranteed rate for 14 hours. The 'Recipient gets' section shows 873.42 EUR. At the bottom, it says 'You save up to 6.89 USD' and 'Should arrive in 5 hours'. There is a blue 'Price comparison' button and a green 'Continue' button at the very bottom.

Steps (continued)

5. Choose an existing recipient or add a new recipient
6. If you are adding a new recipient, choose the kind of recipient
7. Fill in recipient's information by using the information on the MVRO voucher
 - a) Some information, such as email, is not required
8. Review the details and make sure there are no errors
 - a) You can also add a reference, why you are sending the payment, or recipient's email here

Step 5: "Who are you sending to?"

Buttons: + Add a new recipient

Your recipients:

- NM [redacted] EUR account ending in 4710

Step 6: "Add a recipient"

Buttons: CB Myself, Someone else, A business / organisation

Step 7: "A business or organisation"

Buttons: Inside Europe, Outside Europe

Fields: Their email, Bank details, Name of the business / organisation, IBAN, Recipient Address, Country, City

Step 7: "A business or organisation"

Buttons: Inside Europe, Outside Europe

Fields: Name of the business / organisation, IBAN, Recipient Address, Country, City, Recipient Address, Post Code

Button: Confirm

Step 8: "Review details"

Text: An amount of **exactly 50 EUR** is estimated to reach the account of [redacted] in seconds

EUR bank details for [redacted] [Change](#)

Bank code (BIC/SWIFT) [redacted]

IBAN [redacted]

Your transfer [Change](#)

You're sending: 57.74 USD

NATO will receive exactly: 50 EUR

Rate guaranteed (14 hours): [0.879050](#)

Fee: [0.86 USD](#)

Button: Confirm

Step 8: "Review details"

EUR bank details for [redacted] [Change](#)

Your transfer [Change](#)

You're sending: 57.74 USD

NATO will receive exactly: 50 EUR

Rate guaranteed (14 hours): [0.879050](#)

Fee: 0.86 USD

Type a reference (optional)

Recipient's Email (optional)

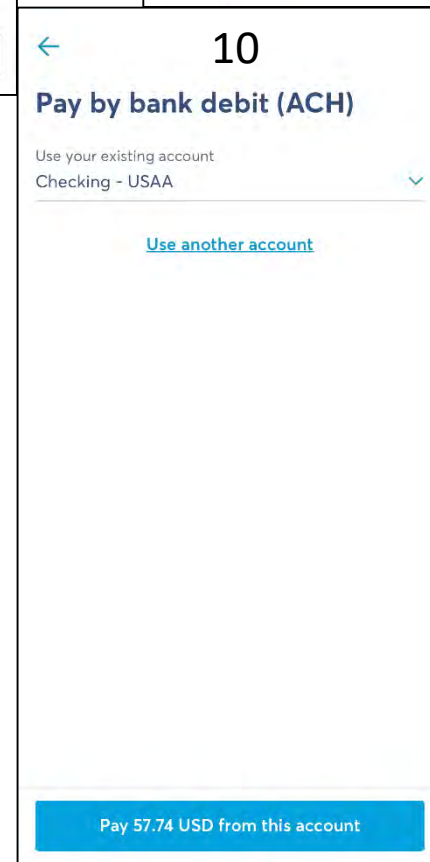
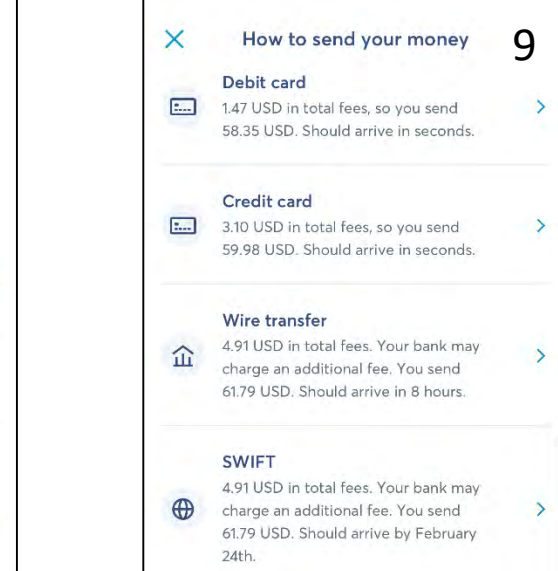
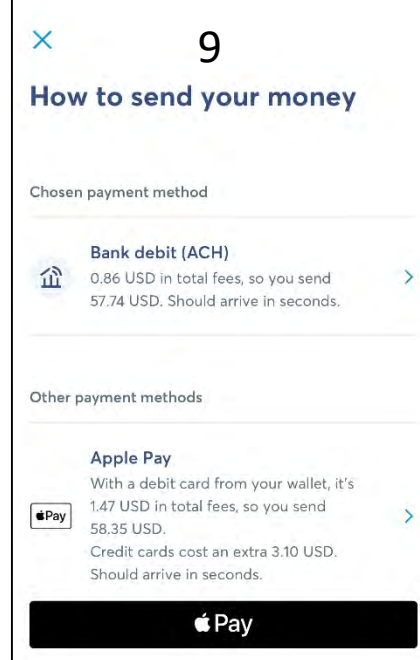
[redacted] will be informed via email.

By continuing, I accept the [Terms of Use](#)

Button: Confirm

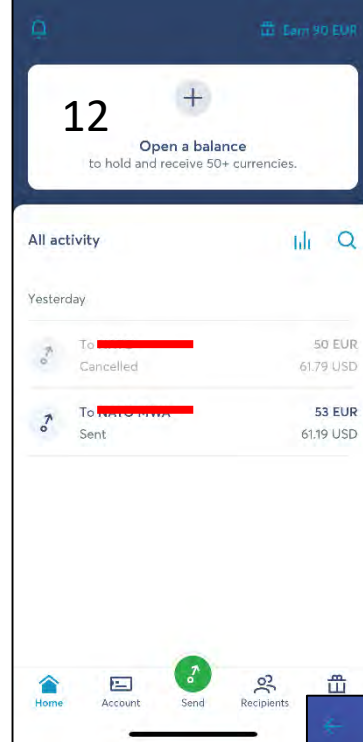
Steps (continued)

9. Choose your preferred payment method from the list
 - a) Fees are included in the list for the various types of transfers
10. Follow the instructions in the app to add bank account, credit card, or debit card information
11. Once completed, click the blue Pay button at the bottom of the screen
 - a) The app will send the specified amount and will charge any fees and conversion rates to your bank account or card

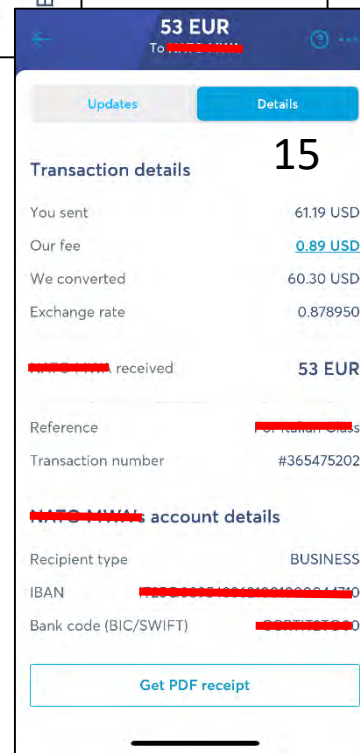
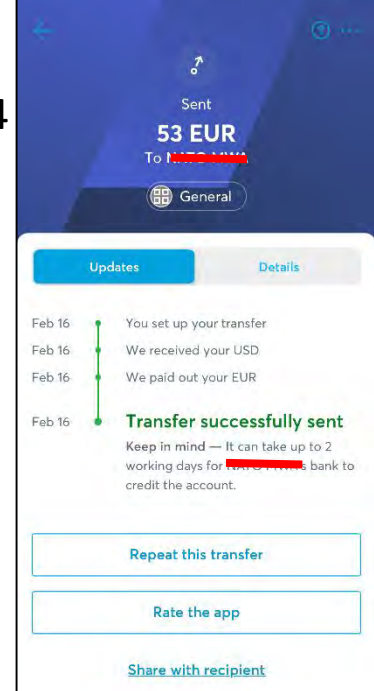


Steps (continued)

12. Go to the WISE home screen
13. Click on your transaction you just completed
14. Click on the Details button
15. At the bottom of the Transaction details screen, click on Get PDF receipt
16. Once your PDF receipt is open, save it and you can email this to MVRO



13 & 14



15



16

REGIONAL AND NATIONAL PUBLIC TRANSPORTATION

Airports

There are International Airports in Catania, Palermo, Trapani and Comiso. Major airlines, such as Air Italy, Lufthansa, KLM, Air France, and British Airways, offer services from Sicily to numerous European destinations. Low-cost airlines, such as EasyJet, RyanAir, Volotea, and Wizzair offer flights as well.

Catania Airport General Info, Bus Lines and Parking

Catania-Fontanarossa Airport (Aeroporto Internazionale Vincenzo Bellini di Catania-Fontanarossa) is an international airport and it is the busiest airport in Sicily. The airport is located close to the A19 motorway, which links Catania with Palermo, while the European route E45 runs to Syracuse in the south.

A shuttle-bus service provides transportation to Catania city centre, and scheduled bus services to other parts of the island are also available directly from the airport.

See Busses Section below for all other connections to major locations around Catania and Sicily or visit <https://www.aeroporto.catania.it/in-aeroporto/raggiungere-l-aeroporto/raggiungere-l-aeroporto-in-bus/>

- **Alibus Shuttle Bus:** This urban AMT (Catania urban transport service) bus provides transportation to Catania city centre and the Central Train Station from the Catania Fontanarossa Airport. For more information visit <https://www.amts.ct.it/alibus>.
- **Parking:** NAGSF personnel can park their motor vehicles in the Fontanarossa Officers Club parking lot located at the Sigonella ITAF Air Base Detachment in Via Fontanarossa, 500 meters away from the Airport (show NATO ID and Model D Permanent Base Pass at the gate).

Comiso Airport General Info and Bus Lines

Comiso Airport is near Ragusa, 75 km from Sigonella. Main bus companies have departures and arrivals to/from the main Sicily towns. For more information visit

<https://aeroportoicomiso.eu/en/bus/>

- **SAIS run by Giamporcaro Autoservizi:** is a bus service which connects the Comiso Airport to Catania Airport and city centre. For more information visit <https://www.saistrasporti.it/en-US>
- **Sicily Shuttle run by Giamporcaro Autoservizi:** is a bus service which connects the Comiso Airport to Agrigento, Catania, Gela, Ragusa, Siracusa, Taormina and some other cities. For more information visit <https://www.sicilyshuttle.com/>

Trains

Trenitalia (aka Ferrovie dello Stato or FS)

This national company offers rail transport in Italy. The company operates both regional and long-distance trains. Regional trains travel between the larger towns in Sicily. Long-distance trains offer international connections to other European Countries (such as Austria, France, Germany, and Switzerland).

Railway schedules and ticket purchasing can be checked on the website, which has English, French, German and Chinese versions. For more information visit www.trenitalia.com.

Please note that, before travelling on Trenitalia trains, it is necessary to validate (stamp) your ticket in one of the small orange ticket machines at the Stations near the platforms immediately before boarding.

Catania Central Train Station (Catania Centrale)

Catania Centrale is the main railway station of the city of Catania. It is managed by the Ferrovie dello Stato, the national rail company of Italy. It is located close to the Port and adjacent to Piazza Papa Giovanni XXIII.

Ferrovia Circumetnea (aka FCE)

The Ferrovia Circumetnea (roughly translated as "Round-Etna Railway") is a narrow-gauge regional railway line. Its 110 km route almost completely encircles Mount Etna, connecting Catania with Riposto. It is one of the best ways to admire the majestic shape of the volcano and the beautiful landscapes surrounding it.

Because of the winding route, the commercial speed is about 35 km/h while the maximum operating speed is 60 km/h. This means that the entire route is covered in about 3 hours and 10 minutes. For more information visit www.circumetnea.it, while it is in Italian, the site is simple and easy to understand.

Metro (Metropolitana di Catania, aka FCE-M)

The Catania Metro is a relatively new underground rapid transit system managed by the company Ferrovia Circumetnea (FCE). It is currently 9 km in length for a total of 10 stops: Stesicoro, Giovanni XXIII (Central Train/Bus Station), Galatea, Italia, Giuffrida, Borgo (Circumetnea railway terminal), Milo, Cibali, San Nullo, and Nasima (Catania Porto is currently suspended).

The Metro does not operate on Sundays or public holidays. Trains run every 10-15 minutes until 21:30. On Saturdays, service runs until midnight. For more information visit <http://www.circumetnea.it>

Buses

Buses are generally the best way of getting around Sicily. Long-distance buses are usually blue and offer faster, more direct service on certain intercity routes, such as Catania to Agrigento, Syracuse to Palermo or Palermo to Trapani. They are the only form of public transportation serving many interior towns. In some rural areas, services are linked to school hours and market opening times, and services are limited on Sundays and holidays. While it is not usually necessary to make reservations on buses, it's best to do so during peak travel periods or for time-sensitive journeys.

In larger cities, the main intercity bus companies have ticket offices or operate through agencies. Tickets can also be purchased from ticket vendors (Biglietteria) or online. In smaller towns and villages, bus tickets are often sold in bars, newspapers, tobacco shops, or on the bus.

Catania Bus Station (Stazione Autobus)

The Main Bus Terminal in Catania is located close to the Central Train Station in Via Archimede. Another terminal is located in Piazza Paolo Borsellino.

AMT – Catania Urban Buses

The Catania urban transportation service has more than 50 bus lines within the city of Catania which reaches the communities of Aci Castello, and the suburbs of Acitrezza, San Pietro Clarenza, Mascalucia, Canalicchio, Vaccarizzo, San Gregorio di Catania, Sant'Agata Li Battiati.

Urban buses are usually orange. Tickets are available for slightly over one Euro and are valid for 90 or 120 minutes (though there are also full-day tickets). They must be validated (date stamped) immediately upon boarding in one of the orange or blue machines near the entrance of the bus.

- Tickets can be purchased at:
 - Authorized points of sale that display the AMT logo: bars, newspapers or tobacco shop
 - Vending machines in the main exchange centers
 - On the bus (at extra cost)
 - Online
 - With your smartphone (with “Hype Wallet” app)
 - From the parking meter of the company “Sostare” (also using the prepaid card)

For all urban bus lines or check out this webpage: http://www.amt.ct.it/?page_id=48.

Bus Companies List

Below are listed Sicily's major bus companies. They cover most destinations and provide services not only in Sicily, but also all over the Italian peninsula and abroad in France, Belgium, Germany, and some other countries in Europe.

- **A.S.T.:** www.aziendasicilianatrasporti.it
 - Urban line in Acireale, Augusta, Caltagirone, Gela, Lentini, Paternò, Ragusa and Siracusa.
 - Regional connection all over Sicily and Airports. Connects Catania Airport to Avola, Caltagirone, Carlentini, Ispica, Lentini, Modica, Noto, Palagonia, Piazza Armerina, Pozzallo, Rosolini, Scicli, etc.
- **Interbus / Etna Trasporti:** www.etnatrasporti.it or <https://buscenter.travel/en/>
 - Regional connections all over Sicily and Airports. National connections to Rome, Puglia, Marche, Umbria, Tuscany, Milan and Turin.
 - International connections to Germany, Belgium and Switzerland.
 - Connects Catania Airport to Avola, Fiumefreddo, Gela, Giardini Naxos, Licata, Nicosia, Noto, Pachino, Portopalo, Priolo, Piazza Armerina, Ragusa, Siracusa, Taormina, Vizzini, etc.
- **SAIS:** www.saistrasporti.it/en-US or www.saisautolinee.it
 - Regional connections all over Sicily and Airports.
 - National connections to Rome, Naples, Puglia, Tuscany and Bologna.
 - Connects Catania Airport to Agrigento, Caltanissetta, Canicattì, Enna, Messina, Palermo and many other cities.
- **Salemi:** <https://autoservizisalemi.it/>
 - Regional connections for Palermo, Marsala, Mazara, Salemi Castelvetro and Airports.
 - National connection for Milano, Vicenza, Bologna, Firenze, Roma, Napoli, Bari and many other.
- **Autolinee Lumia:** <http://www.autolineelumia.it/>
 - Connection for Palermo, Trapani, Agrigento, Sciacca, Marsala and some other locations in western Sicily.

Taxis

Taxis in Sicily are not a very common means of transportation and it might be very expensive. It is recommended to agree on the price for your exact destination before boarding.

Visit the following website for contact information of a Taxi company in the area of Catania: <http://www.radiotaxicatania.org/en/>

The Taxi Service provider NCC-Rosario-Cab reserves special discounted flat rates for NATO personnel. For more information visit <https://www.facebook.com/Sigonella-Base-Taxi-Cab-395031690586292/>

Ships, Hydrofoils and Ferries

Several ferries, ships and hydrofoil services can get you to the Italian or African mainland, Sardinia, Malta or the smaller islands.

- **Tirrenia:** ship operator servicing Sicily, with daily departures to Lipari, Naples, Genoa, Tunis and Sardinia.
 - Visit <https://en.tirrenia.it/>
- **Grimaldi Lines:** from Catania to Salerno and Malta and from Palermo to Salerno and Livorno.
 - Visit <https://www.grimaldi-lines.com/en>
- **Caronte and Tourist:** is the main ferry company on the Messina Strait. Also has ferries, faster ships and a fleet of hydrofoils for Naples, Salerno and for all smaller islands around Sicily (such as Eolie Islands, Ustica, Egadi Islands, Pantelleria, Linosa and Lapedusa.)
 - Visit <https://carontetourist.it/en>
- **Virtu Ferries:** for travels to Malta.
 - Visit <http://www.virtuferries.com/?lang=en>
- **GNV / SNAV:** has departures from Palermo to Genova, Civitavecchia and Tunis.
 - Visit <https://www.gnv.it/en/> and <https://www.snav.it/en/destinations/sicilia>