

Resources

Military Support

Naval Support Activity Naples, Italy will be your support installation while working at Joint Force Command Naples. Distance: approximately 15 miles (20-30 minutes) from your duty location.

Passports/Visa

Family members and US Government civilians traveling overseas are required to have passports. Official or “no-fee passports” can be obtained at Government expense. The application process may take 4 to 6 weeks, so, you should begin the passport application process as soon as you receive your travel orders. Soldiers should also request a No-Fee Passport or apply for a Tourist Passport prior to leaving the United States for this assignment.

A birth certificate with a raised seal is required to apply for a passport. You can request a birth certificate from the Bureau of Vital Statistics in the state where you were born. Adoption decrees, marriage and/or divorce decrees may be required for personnel getting a passport with a different name than the name that appears on the birth certificate. The U.S. State Department requires both parents’ consent for new passports for children less than 14 years old. If one parent is unavailable because of geographic separation, divorce, or other circumstances, the parent applying for a child’s passport must obtain a signed statement from the absent parent that grants permission to take the child overseas.

Tourist passports are needed for personal travel in Europe. You may apply for tourist passports on arrival, but for convenience it is recommended that you should apply for the tourist passport while you’re still residing in the United States. You can find more information on tourist passports from your local personnel services’ detachment, passport office nearest you, or from the U.S. State Department’s official website at <http://travel.state.gov>.

Visa: Required

All dependents accompanying personnel to Italy are required to obtain a **Sojourner’s Permit**. The Sojourner’s Permit must be applied for within 10 days of arrival to the unit. During in-processing you can make an appointment with the Sojourner’s Permit office which is located on JFC installation Building A6 on the third floor.

Cost of Living Allowance

Everyone is entitled to COLA which is based on pay grade, time in service, and duty location COLA rates Use Code IT055 (NAPLES) at: <https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Rate-Lookup/>

Sponsor

A smooth transition to USANATO begins with good sponsorship. It is imperative that you initiate and maintain contact with your assigned sponsor immediately. Your sponsor is the one person who can help ensure that you and your family arrive in country and begin in processing smoothly. Be sure to address your concerns and questions before your arrival, so that your sponsor and gaining unit can assist you properly. Prior to your arrival, your sponsor should have made billeting reservations, airport transportation pickup, and in-processing appointments for you as a minimum. Make sure to inform your sponsor of any last-minute flight changes or reporting delays.

In-processing

The HHC Orderly room will also schedule your Area Orientation (AO). This in processing brief is required of all personnel arriving to Naples, Italy and will provide information on many of the services and organizations at NSA Naples. Topics that will be covered during the AO brief will include, but are not limited to, are Housing, Transportation, Motor Vehicle Registration, Sojourner's Permit, Personal Property, MWR, DODEA Schools, etc.

National Support: Soldiers in-process with the Army NSE. JFC Support Element will provide local security badge, vehicle registration, and privilege/rations cards.

Soldiers should arrive with all following deployment requirements up to date:

PCS Orders

Leave Form

Passports and Visas

Social Security Cards

Driver's License

Birth Certificates

Marriage Certificates and/or Divorce Decrees Medical and Dental records

Proof of Citizenship if Naturalized

Wills and Powers of Attorney

HHG and Vehicle Shipping Documents

CIF printout

Pet Records and ID tags

Children's Education Records

Vehicle Titles/Registrations/License Plates Copy of Last Evaluation (if applicable)

Insurance Documents (Vehicle)

ACFT within the past six months of arrival on DA Form 705

Weapons qualification within the past six months of arrival

Dental status Category I or II PHA up to date

Immunizations up to date

Training

HHC Training manager will verify and validate all 350-1 training that is complete and will notify the new personnel of their status. HHC Orderly room will notify personnel, via email, when readiness training (to include but not limited to Weapons Ranges, EO, SHARP, ACFT, etc.) has been scheduled. Additionally, HHC 1SG will notify personnel of their medical readiness and provide guidance on completing. All personnel should complete the following online 350-1 Training prior to arriving:

Anti-Terrorism (AT Level 1)

Code of Conduct (Sere Level 100.2)

Cyber Awareness

Threat Awareness Reporting Program (TARP)

OPSEC

INFOSEC

Controlled Unclassified Information (CUI)

Resilience – Azimuth (GAT)

Clearances

The HHC BN Security Manager will in-process new personnel arriving in Naples, Italy. However, it is everyone's responsibility to ensure they have a current re-investigation. Top Secret clearances are every 6 years and Secret Clearances are every 10 years from the date of last investigation. Prior to departing your losing unit, verify your clearance status with your S2 or Security manager. Prior to arriving, please complete the following training: TARP, Information Security, and Controlled Unclassified Information (CUI). You can contact your current units Training manager for guidance on how to complete the training.

SRO/UCMJ

All personnel assigned to Naples, Italy are under the jurisdiction of USARAF/SETAF. Services provided to Personnel and their dependents include the following:

Military Justice: GOMORs, Article 15s, enlisted separations, officer eliminations and courts martial.

Administrative Law: Investigations, compliance with and interpretation of Army regulations

Fiscal Law: review purchase requests to ensure purchase is authorized.

International Law: review and interpret agreements, raise issues involving privilege and immunity shortfalls through appropriate legal channels.

Ethics: to include financial disclosure program (OGE 278), compliance with Joint Ethics Regulation and Joint Travel Regulations, legal reviews of fundraising and gifts.

Client services: to include the provision of client services to Soldiers, Civilians, and families throughout the Brigade footprint.

IT Support

Access to the network, computer and other IT support will be provided by the S6 Section for those personnel under Headquarters and Headquarters Company. For personnel assigned to a NATO billet in Allied Joint Forces Command (JFC) Naples, NATO Communications, and Information Agency (NCIA) Naples, or Joint Logistics Support Group (JLSG) Naples will have network, computer and other IT support provided by NCIA Naples. **It is recommended that you also have your AVD set up on your personal computer prior to arrival as receiving network access can sometimes be delayed.**

Logistics

Personnel will meet with S4 during in-processing to have OCIE reviewed and issued if necessary. Personnel will need to have their clothing record from previous unit and a copy of their orders during this time. After a review of your clothing record, S4 will order any equipment you will need and issue the equipment upon receiving. Depending on the billet you are assigned to, you may be required to sign a hand receipt for any equipment you will be responsible for. This will be completed by the section you are assigned to.

Commissary/Post Exchange

The Commissary and Navy Exchange are located on the Naval Support Activity base located in Gricignano di Aversa, Italy.

Medical/Dental

The Status of Forces Agreement (SOFA) permits the U.S. Naval Hospital to provide medical care to U.S. military personnel both active duty and retired, their bona fide family members, and other specified U.S. personnel who are present in Italy by virtue of their support of NATO organizations. The Naval Hospital is located on the NSA Naples Support Site in Gricignano and has a branch clinic at Capodichino Navy Base.

Overseas Screening: Because most subspecialty medical and surgical services are not available, to ensure all types of both emergency and chronic care, an overseas screening process must be completed by all military, civilian personnel, and their family members prior to their arrival in Italy.

Newborn registration: Families expecting a new baby during their tour in Naples should bring their original birth certificates (both parents) and their original marriage certificate. These documents may also be required for passports as well.

Banking

There is a Navy Federal Credit Union branch at Naval Support Activities Naples (in the NEX building), and a Banco di Napoli* (Italian bank) branch on JFCNP. Both installations have ATMs that allow withdrawals in Euros. Additionally, NSA Naples and Capodichino have ATMs that allow withdrawals in USD..

Schools / Childcare

The following facilities provide all schooling and childcare needs:

Pre-school Age: MWR Child Development Center (Care available for children 6 weeks to 5 years old)

Elementary Schools: Naples Elementary School (<https://www.dodea.edu/NaplesES/>)

High Schools: Naples Middle High School (<https://www.dodea.edu/NaplesMHS/>)

International School: International School of Lago Patria (<https://www.internationalschool.it/>), New Green Garden School (<http://www.newgreengarden.it/>), Istituto Teodoro Monticelli (<http://www.istitutomonticelli.com/>)

Housing

Depending on the availability requirements, some newcomers may have the option to reside within the economy. This type of housing is found through private realtors for housing contracts. Contact your sponsor to reference any special housing needs you may have. The NSA Naples Housing office can assist with the local realtors. Effective June 1, 2013, direct assignment to Military Family Housing (MFH) is in effect for all incoming active-duty military personnel (E-1 to O-6) reporting to the Naples area accompanied by dependents. Members will be assigned to MFH immediately upon arrival if housing is available. The housing unit assigned is based on rank and family composition. If MFH is declined, a member will not be entitled to receive Overseas Housing Allowance (OHA).

For personnel residing off-post, you will be required to obtain the “Codice Fiscale” or “CF” (ITA for “Fiscal Code”). This is somewhat similar to the US Social Security number and is used for applying for an electric contract, a bank account, etc. The Codice Fiscale can be obtained through the Housing office located on Naval Support Activates Naples.

Pets

NSA Naples pet regulations state a maximum weight limit of 70 pounds per pet and a total of two pets. There are no exceptions to the direct assignment policy due to pets when residing on base. If residing within the economy, the pet policy will be established with the landlord.

Mail

Servicemembers will have access to the Fleet Post Office for all typical postal needs. Servicemembers may opt to have their mailbox located at JFC Naples or the Naples Support Activity depending on their preference.

Official Unit Mailing Address: PSC 813 Box 23, FPO AE 09620

Vehicles

License: Any person desiring to drive in Naples must have a current stateside driver's license or a valid license from another country. As stipulated in the Status of Forces Agreement (SOFA) eligible Driver's must obtain an AFI Driver's License. The AFI Driver's License exam is given during Area Orientation immediately following the mandatory Local Driver's Safety Orientation Briefing.

Your AFI Driver's License will be valid for length of tour if you maintain a valid ID card. AFI Driver's license privileges are not authorized for members separating or retiring overseas so please plan accordingly. **We highly recommend you renew your stateside license before coming to Italy (do not assume your state has a Military Exemption/Extension clause, check with your local Department of Motor Vehicles - DMV).**

Individuals who do not have a license may find it difficult and expensive to obtain one in Naples. Young adults (under 18) are not allowed to drive in Italy. If you plan trips to other European countries an international license may be required, available through AAA.

Registration/Fuel: Everyone must register their vehicles through the NSA Motor Vehicle Registration Office (MVRO). Once you register your car with MVRO you are in the Allied Forces Italy (AFI) system, and you will be issued Italian cover plates free of charge. You will pay a one-time registration fee of 20 Euro. If you register more than one vehicle, the second and/or third vehicle(s) is/are subject to payment of Italian Road Tax, based on engine horsepower (HP) the taxes average from 100.00 –

500.00 Euro annually. This is a property tax, not a use-based tax and must be maintained for every second or third vehicle to have a valid registration. Additionally, every time your insurance certificate renews for your primary vehicle, you will be required to revalidate your registration to receive your tax-free petroleum products. Receiving fuel privileges requires all registered vehicles always have valid registrations. You may receive rations for only one type of fuel meaning that if you have a vehicle that runs on diesel and another vehicle that runs off of unleaded gas, you will only be able to get the discounted ration rate for one.

Please note: all new registrations, transfers of ownership, or scrapping transactions must be performed by the sponsor OR the dependent must have a Power of Attorney to perform these functions.

For detailed information regarding the vehicle registration process and other basic vehicle related information see the link below.

<https://cnreurafcnt.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N349-MVRO/>

Helpful/Informational Links:

- <https://jfcnaples.nato.int/>
- <https://www.navymwrnaples.com/>
- <https://www.cnic.navy.mil/naples/>
- <https://www.naplesallhands.com/>
- <https://www.facebook.com/afsouthsfrg>
- https://epub.stripes.com/?issue=Welcome-to-Naples_100524