



# Contact Information

## **B CO AFSOUTH Battalion**

### **Bravo Commander**

**DSN:** 314-646-6081

**Cell Phone:** 0039-335-189-6443

### **Bravo First Sergeant**

**DSN:** 314-646-6082

**Cell Phone:** 0039-044-471-6082

**Staff Duty:** +39-340-269-1012

## Welcome

Welcome to US Army NATO (USANATO). 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 pick-up, and in-processing appointments for you as a minimum. Make sure to inform your sponsor of any last minute flight changes or reporting delays. Below is a highlight of what you can expect at your country of assignment. The information here is not all inclusive and may change over time. It is especially important to check and verify a country's requirement for passport and visa.

## Resources

### Military Support

Naval Support Activity Naples, Italy Distance: approximately 15 miles

### Travel

Italy has a total land surface of about 116,000 square miles with the Appenine mountain range serving as a geographic dividing line between east and west coasts. The Alps define Italy's northern border with European spring and fall with heat creeping north from Africa in the summer.

Italy's economy is more industrialized in the north and more based on agriculture in the south. One of its major industrial products is steel.

The northern provinces experience cold winters with rainfall in the spring and summers. Central and southern Italy enjoy a climate moderated by the Mediterranean Sea with cool, rainy winters.

Wine, cheese and wool are agricultural products important to the Italian economy. Tourism is also a key industry to all of Italy, and visitors from around the world come to marvel at its history and architecture and enjoy its culture and its food.

For centuries Naples has served as a center for the exchange of goods, services, customs and cultures. Traders, travelers and explorers from throughout the Mediterranean region found the climate here enviable. With its central location and fertile soil, this region continually attracts new citizens. The ancient city of Pompeii lies just south of the city, and Cuma, believed to be the earliest Greek settlement in Western Europe, is now a Naples suburb.

### 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 Departments official website at <http://travel.state.gov>. **Visa:** Required

## **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: <http://www.defensetravel.dod.mil/perdiem/ocform.html>

## **In-processing**

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/Home)

APFT 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

All personnel must bring a copy of their security clearance certificate.

All personnel will be briefed on security regulations and procedures upon arrival.

Bravo Company Orderly Room and your DCM Admin Agent will issue you an in or out-processing checklist. You will need to coordinate with your NSE 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 Bravo Company Orderly Room in submitting your required documents to start/stop your overseas entitlements, and establish your network access (in the USRAEUR domain). Your NATO installation will also have their own in/out-processing requirements with each staff section

## **Assignments / Reassignments**

Assignments: Talent management for NATO billets is managed in AIM2/EMC by EUCOM J1 with SAO input. National assignments managed by USANATO Brigade. Civilian hire actions worked by Co / BN / BDE HQs.

Reassignment: When a SM out-processes from B Co their main POC is their DCM Admin Agent and the B Co Orderly Room. The Company coordinates issuance of PCS orders from the BN MPD/S1 in Naples, Italy and the Soldier coordinates all out-processing requirements such as transportation and housing with the NSA Naples Offices.

Request for replacement of PE and MOU personnel is coordinated between the Senior National Representative (SNR) / the Senior Army Officer (SAO) with ECJ1 Strength Management Division.

## **350-1 Training**

The B Co Orderly Room will conduct a DTMS pull monthly to update the tracker on who is overdue for 350- 1 Training. Training will be held via in person face-to-face or on a computer in the NIPR café. It is the Soldiers responsibility to ensure they are not overdue for training that can be conducted online. The leadership will coordinate for all other training to ensure the Soldiers are in compliance.

Soldiers must complete AT Level 1, SERE Level A, and IA/Cyber Security before arriving to 2NSB. Most computers will be on the NATO Secret and you will not be able to access Army online training on these computers.

## **IT Support**

It support is found at the BN HQ in Naples Italy. The company will process NIPR account requests and issue NIPR computers and hotspot devices. VPN access can also be requested from the B Company HQs NSE if needed. Most of your emails will be on NATO Secret servers; the VPN can be used to access your .mil emails.

## **Challenges**

You will be working on an Italian Base if you are a part of 2NSB. This means you will be sharing the space with other services and personnel from other nations. It can be an adjustment but you will learn to use teamwork and communication to get the mission complete. The Bravo Orderly room is located 20-25 minutes from your base so if you need assistance your HR admin agent can't provide you are always welcome to make an appointment with the Soldiers in the Orderly Room.

## 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.

**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.

## TRICARE Prime Remote through International SOS

Active duty personnel under full-time orders with a permanent duty assignment, who **live and work** more than 50 miles (*or approximately a one-hour drive*) from a military hospital or clinic in TPR-designated ZIP codes, must enroll in TRICARE Prime Remote (TPR). In some cases where geographic boundaries create undue hardship for travel, members living closer than 50 miles may be eligible for TPR.

ADFM's residing with their TPR-enrolled sponsor's qualifying TPR location is eligible for TPRADFM. Once ADFM's enroll in TPRADFM, they may remain in TPRADFM as long as their sponsor is enrolled in TPR and they reside in the same TPR-qualifying location. ADFM's may remain enrolled in TPRADFM even if their sponsor later receives an unaccompanied permanent change of assignment and they continue to reside in the same TPR location. If ADFM's choose not to enroll in TPRADFM, they will receive care under TRICARE Standard and TRICARE Extra, with applicable cost-shares and deductibles.

If you're an active duty service member or an activated Guard or Reserve member stationed in a designated remote overseas location, you must enroll in TRICARE Prime Remote Overseas. Family members must be command-sponsored to enroll or they have the option to use TRICARE Standard Overseas if not command-sponsored. Call your regional call center Eurasia-Africa: +44-20-8762-8384 TRICARE Prime Remote Overseas meets or exceeds the requirements for minimum essential coverage The Affordable Care Act requires you to maintain basic health care coverage—called minimum essential coverage. If you don't have minimum essential coverage, you may have to pay a fee for each month you aren't covered under the [Affordable Care Act](#).

## Who Can Participate?

The following beneficiaries may enroll in TRICARE Prime Remote Overseas:

Active duty service members

Command-sponsored active duty family members

Activated National Guard/Reserve members

Command-sponsored family members of activated National Guard/Reserve members

When you enroll in TRICARE Prime Remote Overseas, you can call an overseas point of contact

(POC) for help. They can help you:

Enroll in a TRICARE plan overseas

Schedule appointments at overseas network facilities

File your medical and dental claims

Answer questions about coverage options and benefits—including complex issues

Navigate TRICARE's electronic self-service options

To locate your POC, contact your [TRICARE Area Office](#).

## What is International SOS?

International SOS is a medical and security assistance company that TRICARE has partnered with to provide healthcare for remote locations. International SOS provides assistance with scheduling medical appointments, locating network primary and specialty care providers and medically monitoring your care. There is no out-of-pocket costs or paperwork to file. SOS also provides a 24 hour, seven day a week doctor or nurse advice line. The number is 44-20-8762-8133, and you can call this number collect. You can find more information on SOS at the following website:

<http://www.internationalsos.com/private/tricare/europe/>

### Phone number:

0800-181-8508 (This number is for a TRICARE representative that works at the International SOS)

**Collect:** 00-44-20-8768-8133

**Fax:** 00-44-20-8762-8125

Email: [tricarelon@internationalsos.com](mailto:tricarelon@internationalsos.com)

## Keep Your DEERS Information Up To Date

Eligibility for TRICARE is determined by the services and reflected in the Defense Enrollment Eligibility Reporting System (DEERS). It is important to keep DEERS records up to date. Due to coverage requirements under the Affordable Care Act, TRICARE must be able to verify your coverage status based on what is listed in DEERS. Your Social Security number (SSN) and the SSN of each of your covered family members must be included in DEERS for your TRICARE coverage to be reflected accurately. For more information, visit [www.tricare.mil/deers](http://www.tricare.mil/deers).

Soldiers and family members will be referred to local network physicians by TriCare International SOS. TriCare maintains a list of local network physicians in Lithuania, including specialists, who speak English and meet strict medical standards of practice. Standards of practice in Lithuania are as strict as those in the United States, but rest assured that your medical needs will be satisfactorily met when referred to one of these physicians.

Family members will also need to be enrolled in TriCare Prime Remote Overseas. Contact TriCare for proper procedures to enroll in International SOS. For Soldiers there will be certain medical requirements (PHA, PDHA, etc) that can only be met by going to a Military Treatment Facility (MTF).

## Schools

The following facilities provide all schooling needs:

**Pre-schools:** MWR Child Development Center (Based care for children 6 weeks to 5 years of age)

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

**High Schools:** Naples American 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).

## 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

Mailboxes will be assigned within the mailroom at the NSE.

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 five years as long as 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:** Each individual 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 25.00 – 300.00 Euro annually. This is a property tax, not a use-based tax and must be maintained for every second or third vehicle in order to have a valid registration. Additionally, every

time your insurance certificate renews for your primary vehicle, you will be required to revalidate your registration in order to receive your tax-free petroleum products. Receiving fuel privileges requires all registered vehicles have valid registrations at all times.

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.

### **Clearance:**

The NATO Secret, SF86 renewals, and other clearances are process by the AFSOUTH Bn S2 through the Battalion HQ in Naples, Italy. If fingerprints are required, the Service member must travel to Vicenza on TDY.

### **Hand Receipts:**

The property books are controlled by the Company Commander at B Co HQ Naples, Italy.

### **UCMJ:**

UCMJ Company Grade is held by the Company Commander at Naples, Italy B Co HQ. UCMJ Field Grade is held by the AFSOUTH Battalion Commander at Naples, Italy.

GCMCA is held by the USARAF at Vicenza

SCMCA for E1 through E6 will be held by the AFSOUTH Battalion Commander at Naples, Italy.

SCMCA E7 and above will be held at USARAF at Vicenza.

### **CASUALTY REPORTING:**

In case of casualty or serious injury contact the Company Commander of First Sergeant immediately. They will provide instruction on how to properly report the casualty and request all necessary information needed to submit a CCIR. Recommend SAO/SNR review the Brigade and Battalion Casualty SOPs for more detailed guidance.

### **Helpful/Informational Links:**

- <https://jfcnaples.nato.int/>
- <https://www.navymwrnaples.com/>
- <https://www.cniv.navy.mil/naples/>
- <https://www.naplesallhands.com/>
- <https://www.facebook.com/afsouthsfrg>
- [https://issuu.com/nsanaplespao/docs/benvenuti\\_2016web](https://issuu.com/nsanaplespao/docs/benvenuti_2016web)

### **SHARP /MEO / EEO CCIR**

For policies and procedures concerning SHARP/ MEO/ EEO please see the Company, Battalion, and Brigade policy letters. Below is the contact information for the Brigade and Battalion SHARP Representative and MEO / EEO

**BDE SARC:** DSN: 314-549-6666

COMM: +49 0611-143-549-6666

24 HR SHARP HOTLINE: 53-SHARP OR 0611-143-537-4277

**BN SARC:** NCN: 272-1341

COMM: +39 081-721-4105

ON CALL Duty Phone: +39-331-685-0920

**BDE MEO:** DSN: 314-542-3054

COMM: +49 172.969.0826

**BN EO Rep:** NCN: 433-5506

COMM: +39 081 721 5506

**AFSOUTH**

**&**

**2 NSB**

**In-processing**

**Guide**

**For**

**Naples, Italy**

# ROM

ROM is “Restriction of Movement” and is required for all personnel PCS’ing to Italy once they arrive. **ROM is a 14-day period of quarantine/self-isolation.** During you are not authorized leave your domicile or go to stores, restaurants, or etc.

There are two exceptions to this policy: one is for 1 hour of outdoor exercise avoiding populated zones; the second is for taking care of laundry needs which must be done during low traffic periods (i.e., later at night or early morning).

It is recommended that either the incoming personnel or sponsor contact each other prior to arrival in order to better prepare for ROM. It is recommended to set up having enough supplies for the first couple of days of ROM.

## ROM Support

The NEX offers a delivery program where you fill out a spreadsheet that has an assortment of options of food, personal hygiene, and cleaning supplies. Please see the next page and attached spreadsheet.

**NOTE: The NEX delivers to Support Site on Monday, Wednesday, and Friday in the afternoon - all orders must be received by COB the previous business day. Delivery to Capo on Tuesday and Thursday times may vary - all orders must be received by COB the previous business day. Delivery to the NEX, or Ship at Gaeta on Wednesdays - all orders must be received by COB Monday for inclusion in that week’s delivery.**

The spreadsheet needs to be uploaded to [NEXNAPLESDELIVERS@NEXWEB.ORG](mailto:NEXNAPLESDELIVERS@NEXWEB.ORG) on <https://safe.apps.mil/> Further instructions are included on the bottom of the included spreadsheet.

The Commissary in partnership with the Red Cross offers a program to deliver groceries to those in ROM on Support Site every Wednesday. You have to call the Commissary at 081-811-4882 on Wednesdays between 0800 – 1100. The Commissary then starts their deliveries at 1200.

# NAPLES NE

## ROM

# Support Program

- Complete Customer Info
- Make Selections
- Upload to DoD Safe App
- Use Passphrase navyexchange
- Send to:  
[nexnaplesdelivers@nexweb.org](mailto:nexnaplesdelivers@nexweb.org)

**For Assistance <contact:**

**[nexnaplesdelivdrs@nexweb.org](mailto:nexnaplesdelivdrs@nexweb.org)**

*When you shop your Navy Exchange, 100% of profits go to  
improve quality of life for military families worldwide.*

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## We're Here to Help

Need assistance for your incoming families and their ROM necessities? The American Red Cross is partnering with NSA Naples in assisting community members by shopping at the Commissary for necessary items. Please call 081-811-4882 to place your grocery order on Wednesday mornings, starting at 8 am until 12 pm. Last order taken at 11 am. Groceries will be delivered to you on Support Site (Navy Lodge front desk, Single Sailor Barracks, and Commissary curbside).

Please call our Red Cross office at 626-4788 or +39 081-568-4788 for more information regarding this service or if you'd like to help volunteer.

# Prep While in ROM

There are couple of things that can be done while in ROM to aid with your in-processing process. The first and most important is making sure that you have NSA Naples (Support Site) "Welcome Packet" from the Support Site Fleet and Family services. An electronic version of this packet should be attached with this guide otherwise a hardcopy can be obtained from the Fleet and Family services office on the first floor of the Navy Lodge on Support Site.

After obtaining the Welcome Packet, you can fill out the MVRO (Military Vehicle Registration Office) paperwork for your license as well as calling the MVRO to schedule your Driver's License test. Be sure to drop off your Driver's License paperwork with a copy of your stateside license to the MVRO before the test. This will help ensure that you get your license as soon as you pass the test. **It is highly recommended to study the two pages of signs before taking the test as the test is 50 questions and you cannot miss more than two questions.**

The next step is to fill out the housing paperwork and email it to the proper housing office along with a copy of your passport (and your Spouse's if applicable) and orders. Please note that there are two different housing offices: one for on-post housing and another for off-post housing.

## Special ROM IN-processing

Typically, the Navy Lodges print out receipts for 10-day increments, but they will give you a 14-day receipt for ROM purposes. You will need to provide this receipt to the B Co orderly room so that they can provide you with a form (verification that you completed ROM) signed by the Commander needed for finance. When you in-process finance, they will ask for the receipt and that form.

# Starting In-processing

Preparations Items:

- 10 copies of your full orders
- 3 copies of your DA31
- Passport
- SGLV printout
- 2 copies of your flight/travel itinerary
- Copies of receipts for any reimbursable travel expense
- Vehicle inspection shipping document (if you shipped a POV)
- Copy of your clothing record

**NOTE: If you need to print out anything, Fleet and Family services on the first floor of the Support Site Navy Lodge has a printer where you can do so.**

In-processing starts on JFC at AFSOUTH; please note that you must be escorted onto the installation until you have your NATO badge. First stop is S1 where they will provide you with the Battalion in-processing packet and checklist.

## **S1**

While at S1 if you were not signed in from leave, they can sign you in. You will turn in a copy of your orders, flight itinerary, SGLV (if you have it), and DA31. S1 in-processing includes completing your DD93 and SGLV. You will also get a form(s) to get your NATO ID as well as your spouse's NATO ID. Please note that this ID form cannot be taken directly to the Pass and ID until you in-process Battalion S2 and 2<sup>nd</sup> NSB S2 on Grazzanise Air Base (GAB).

## **Finance**

Finance should be your second stop if you have all the required documentation as you will want to get your travel pay sorted out and your COLA started. For finance you will need your orders, flight itinerary, travel receipts, vehicle inspection shipping document (if you shipped a POV), and DA31.

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In-Processing Documents Required



roes: ssc Rlsb rds Winford

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- 0 Active Duty SI\11n-Process ing Questionnaire
- 0 DDFORM 1610 (initiated by SI/Orderly, a 111>rove by commander.  
1\1us! ,tale first and last date of quarantine)
- 0 OD Form 1351-2 Tr a,•el Voucher
- 0 J Set of Orders and all amendments
- 0 DA 3; Leave Form (signed out and in)
- 0 Flight Itine r ar y for Sponsor and De)lendent s (with invoice#)
- 0 Credit Card bank statement (Required if paid for airfare/excess  
baggage on personal credit card and **IBA** or not specified)
- 0 Vehicle Shipping Document (inspection for·m) !if bri nging a vehicle  
into!heater)
- 0 Receipts foJ reimbursement cla ims over \$75.00 (if applica ble]

## **S2**

S2 will require your PCS orders and will perform your security briefing as well as process all your security paperwork. Once you are completed there, they will give you paperwork to provide to the pass and ID office.

## **NATO ID**

To get your NATO ID, you must bring your paperwork from S1 and S2 to the JFC Pass and ID office which is three floors above Battalion S2. The Pass and ID office will also assign your privileges to ID which allow to go to the international store, tobacco store, and obtain a gas card once have a vehicle. If you are assigned to 2<sup>nd</sup> NSB, you will need to take the paperwork to the S2 on GAB to finish your paperwork. Then you can go to the S1 across the hall to get your badge made and privileges.

If GAB's ID machine/computer is down, then you will still have to visit the S2 on GAB. Once the S2 on GAB completes your paperwork, you will have to go back to the JFC Pass and ID office for your ID and privileges.

**Note: Getting your NATO ID(s) is a high priority as you cannot get onto JFC or GAB without an escort.**

## **S8 - Battalion RMO (DTS and GOVCC)**

Your next step is to go see S8 that way your DTS and GTC accounts can be pulled into Battalion. The reason that this is important is in case there are issues with your GTC or if it has not been put into mission critical status which should be done when you PCS. If you happen to need a limit increase, the Battalion S8 will now be able to do this.

## **S4**

For S4, you will turn in a copy of your orders and clothing record as well as fill out an OCIE spreadsheet. The reason that this is important is because AFSOUTH and 2<sup>nd</sup> NSB get their OCIE from Vincenza's CIF facility and they only delivery to JFC once a month.

## **B Co Orderly Room**

In the B Co orderly, you can complete a large portion of your in-processing. The first bit of in-processing that should be taken care of is S4/Logistics.

For 2<sup>nd</sup> NSB, you will see B Co for the Company Admin, Company Training, Company Supply, Company CBRN, and Company Command Team sections on the in-processing checklist.

## **S6**

The S6 is next door to B Co. To prepare for S6 you can go into MilConnect and change your unit information as well as print out your latest AUP.

## **Legal**

**\*\*BN just got new legal personnel, will update in the future\*\***

As of current, Support Site handles our legal services with the exception of TDS (Trial Defense Services).

## **Special Areas**

The special areas on the in-processing checklist that can be completed on JFC are BN Career Counselor, BN Chaplain, BN UPL (B Co), BN Safety (B Co), Ed Center (B Co), and BN FRL (S1).

## **Medical**

Tricare registration is on the second floor and medical records is on the first floor of the Naval Hospital on Support Site. You will need your orders for Tricare and the records office will ask for your records (if you hand carried) or have you fill out paperwork to forward them from your last location.

The Dental clinic on the left side of the first floor of the Naval Hospital on Support Site. You will need your orders and dental record or fill out paperwork to forward them from your last location.

## **Post Office**

2<sup>nd</sup> NSB has the option to receive their mail on either Support Site or GAB. For this, you will need your orders and will have to visit your post office of choice.

AFSOUTH has the option to receive their mail on either Support Site of JFC. For this, you will need your orders and will have to visit your post office of choice.

## **MVRO**

### Driver's License:

It is highly recommended that you drop off your driver's license paperwork, which includes the completed driver's license paperwork from the "Welcome Packet" and a copy of your stateside driver's license when you schedule your license test.

\*Note: Be sure to study for the test as it is 50 questions and if you miss more than two questions, you fail the test.

### Vehicle Registration:

You need your driver's license before you can register a vehicle. It is also recommended that you setup your car insurance while you wait for your registration appointment.

Example: You buy a car from the owner on Monday, but the MVRO registration appointment is not until Wednesday.

Get a copy of the title so that you can setup your car insurance, but keep in mind that you will not get an AFI number or License Plate number until your registration appointment. The AFI number allows you to have one tax-free vehicle; if you get a second vehicle, you will have to pay taxes on that vehicle. There are two options for insurance: Geico (insurance office across the hall from the MVRO) and USAA. USAA will allow you to call and setup the insurance before your registration appointment. You will need to call USAA back with the AFI and License Plate number so that you can get the insurance documents to give to the MVRO.

\*If you buy from a dealership (i.e., Patrick Motors), they will assist you with getting the vehicle AFI registered. If you buy a non-AFI vehicle (i.e., from an Italian), you will need to go buy the MVRO to get the paperwork to get the vehicle AFI registered.

While waiting for your registration appointment, take a copy of the title to the AFSOUTH S1 on JFC so that they can provide you with a NATO MFR for obtaining your fuel ration card and completing your registration at the MVRO. The AFSOUTH S1 has a template of this NATO MFR which also must be signed by the S1 OIC.

### Fuel Card and JFC Parking Pass:

In order to obtain your fuel card, you must have completed your vehicle registration and have been given your fuel ration card from the MVRO (please see the paragraph above). Once you have completed those tasks, you will need to go to the JFC Pass and ID office where they need to put some information into their system. You will also be able to obtain a JFC parking pass at this time. Once finished at the JFC Pass and ID office, you need to take your paperwork over to the Tobacco and Gas shop on JFC. The Tobacco and Gas shop is located on the bottom floor of the building where the JFC

International Store and Post Office is located. They will have you fill out a document so that they can issue you a fuel card which is linked to your debit/credit card.

### GAB Parking Pass:

For this you just need your registration paperwork and NATO ID. This office is in the same building as HHC 2NSB on the right side (when facing the building) of the second floor. You will fill out a document and turn it into the office; the turn around for the pass is about 1-2 weeks.

## **Housing**

### Off Post Housing:

In the “Welcome Packet”, there are a few documents that you will need to fill out and turn into the **Off Post Housing Office** along with a copy of your orders and passport. **You must have a passport in order to live off post.** A passport is required so that the housing office can get you a “Codice fiscal” (Italian Social Security number) which is required to rent any property off post.

Housing will then give you the approval to start working with a realtor to view properties. In the “Welcome Packet”, there is a list of realtors that you can contact who can show you different houses/apartments in various areas.

Some of the common places Service Members live are Lago Patria, Pozzuoli, Aversa, and Gricignano. Lago Patria is right next to JFC and Gricignano is right next to Support Site.

Once you find a place, you have the option to place a temporary (if you want to think about it) or permanent (if you are sure) hold on a property. In order to do this, you must get a property number from the realtor and go to the housing office to do this. Once a permanent hold on a property has been placed, the office housing will setup a date/time where yourself and the landlord meet for what is known as the Pre-Contract. The Pre-Contract is where you can negotiate things like having internet included or having something changed or setup to your liking (i.e., shower head placement & etc.). Once the Pre-Contract is complete, the housing office must ensure that the property has been inspected within the last two years or a new inspection will have to be done. Once the pre-contract is complete and the housing inspection has been completed, then you can get a contract appointment. At the contract appointment, the official agreement will be completed and signed. It is at this appointment that a move-in date will be set, you will get your keys for the property, and the housing office will work with you on getting furniture, washer/dryer, power inverters, wardrobes, etc.

Keep in mind that this part of the process is where you will pay your security deposit and first month of rent. The security deposit must be paid in cash to the cash office next to Fleet and Family Services on Support Site. How you pay your rent is something that

you will have to work out with your Landlord. It is recommended that you do this electronically as you will be able to keep a paper trail. If your bank does not allow for IBAN transfers, you can setup a free account with Community Bank which allows you to send payments to IBAN accounts and in Euro as well. There is a Community Bank branch office at Capo.

**Note:** This process can take 2-4 weeks.

On Post Housing:

In the "Welcome Packet", there are a few documents that you will need to fill out and turn into the **On Post Housing Office** along with a copy of your orders and passport.

Once they process your paperwork, they will call you to set up picking up keys to look at some available places. The process for obtaining on post housing is fairly similar to any other installation.

# Office Hours

## Support Site

- Fleet and Family Services
  - o M – F: 0730 – 1600
  - o Comm: 081-811-6372/4896
  - o DSN: 629-6372/4896
- Military Vehicle Registration Office
  - o M – Th: 0745 – 1145 / 1245 – 1530
  - o Friday: 0745 – 1145 / 1245 – 1430
  - o Comm: 081-811-6881
  - o DSN: 629-6876

## CAPO

- Military Vehicle Registration Office
  - o M – Th: 0745 – 1145 / 1245 – 1530
  - o Friday: 0745 – 1145 / 1245 – 1430
  - o Comm: 081-586-2831/2832/4454/1366
  - o DSN: 629-2831/2832/4454

**Virtual Area Orientation (VAO) Updated 26 JAN 2021:** NSA Naples Fleet and Family Support Center is now offering Area Orientation virtually. For details, contact the AO Coordinator at +39.335.848.4641 or call DSN 629-6945 Comm. 081-811-6945.

### ***Step 1***

A. The new employee needs to be registered for VAO at FFSC. VAO registration can be completed via email. The command, assigned sponsor, OR the new employee may initiate the sign up via Area Orientation Coordinator reference above:

Information needed for enrollment: new employee's name, rank/GS level, email address, phone number, command, date of arrival, childcare needs, assigned sponsor name, and contact information.

B. Each Sponsor needs to request/pick up an AO packet for the new employee, who will mirror the video and instructions for that topic. Also included will be a base map and local area maps. The assigned command sponsor can pick them up at FFSC Front Desk. Those arriving via the rotator will be provided these packets in person by the AO Coordinator.

### ***Step 2***

A. Once signed up for VAO, you will have access to VAO via the NSA Naples official website: [https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa\\_naples/ffr/virtual\\_area\\_orientation.html](https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa_naples/ffr/virtual_area_orientation.html)

B. Within the Fleet and Family Readiness tab, you will find the following link: "Area Orientation." This tab will be the main document listing critical need topics, the paperwork required, POC, and link to the video with directions.

The critical topics are CO's Welcome, Medical, PSD, Sojourners, Safety, MVRO, Tricare, Personal Property, Emergency Management, and OPSEC. The packet also has a checklist called "WHAT CAN I ACHIEVE WHILE IN ROM?" It is essential to complete it before your quarantine period is over. Additionally, please call the AO coordinator for an appointment or help in accomplishing anything on the list. Each critical topic includes two links on the website: one for paperwork and one for a video, covering directions and information specific to the topic. The video links take you to Facebook. You do not need to have a Facebook account to access the videos.

C. For Housing registration, the new employee, will fill out the Housing Application, the "Sex Offender Policy Acknowledgment and Disclosure," and "Codice Fiscale" forms. All forms are in the AO Packet. Next, your sponsor will take all the above forms, your orders, and your passport photo ID to Housing Office. Once completed, housing will establish placement on base and assist with Economy Housing if required. Any additional forms and information can be found on the website under the "Area Orientation" tab within the Housing Folder.

D. As AO has transitioned to a Virtual platform, FFSC will be adding additional topics within this format for review.

***Step 3***

A. Upon registration, the new employee must contact the AO Coordinator via phone at DSN 629-6945 or Comm. 081-811-6945 or +39.335.848.4641, and register to complete the sojourner's permit process (if applicable) and take the EU Driver's license exam. The new employee will receive the date, time, and location for these appointments from the AO Coordinators.

\*\*All cultural assimilation workshops are conducted virtually via Microsoft teams; the Intercultural Relations Tour to downtown Naples is currently postponed.\*\* Visit @NaplesFFSC on Facebook for workshop descriptions and email: [FFSCNSANaplesItaly@eu.navy.mil](mailto:FFSCNSANaplesItaly@eu.navy.mil) to register.