



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
ALLIED FORCES SOUTH BATTALION
PSC 813 BOX 23
FPO, AE 09620



September 14, 2022

Greetings from REGULATOR 6 & 7!

It gives me great pleasure to welcome you to the Headquarters and Headquarters Company (HHC), Allied Forces South (AFSOUTH) Battalion. I am CPT Hinh B. Duong, your HHC Commander. I began serving the Soldiers of HHC in July 2022, and it has been the most rewarding assignment of my career to date. I love what I do, and I thoroughly enjoy supporting over 120 REGULATORS, and enabling my Team to provide you with the best customer service.

Our company is unique. The HHC is headquartered out of Naples, Italy; however, our company is dispersed across seven locations and five countries which include Portugal, Spain, Italy, Greece, Romania, and Bulgaria. My responsibility as your company commander is to develop and execute programs and procedures that reinforce the AFSOUTH Battalion's mission as the Army's premier Southern Europe Region Strategic Support organization.

Whether you are serving as a NATO Soldier in a Peacetime Establishment (PE) billet or as member of the National Support Element, you are a part of the AFSOUTH Battalion. AFSOUTH supports NATO and USAREUR's mission by ensuring Soldier and Family Readiness through training, logistics, human resources support, and service-specific support across our area of operations in southern Europe (and Norfolk, VA). Our goal is to provide ready and resilient Soldiers to NATO, maintain our joint and multinational partnerships, and strengthen the Alliance.

HHC promotes emphasis on being a people centric, goal oriented, learning organization where Soldiers will have the utmost opportunity to develop professionally and personally. At any point you feel like you are not receiving the support you need to accomplish any task you deem important, please let me know and we will work through it together.

You will soon become part of a great organization. I am extremely excited to have you join the HHC, and have the opportunity to serve with you and your Family. My door is always open. Please feel free to reach out to me via email at hinh.b.duong.mil@mail.mil or phone number 314-646-6072 if you need any assistance or just want to say hello!

Welcome to the REGULATOR Family,

Maria M. Garcia
First Sergeant, USA

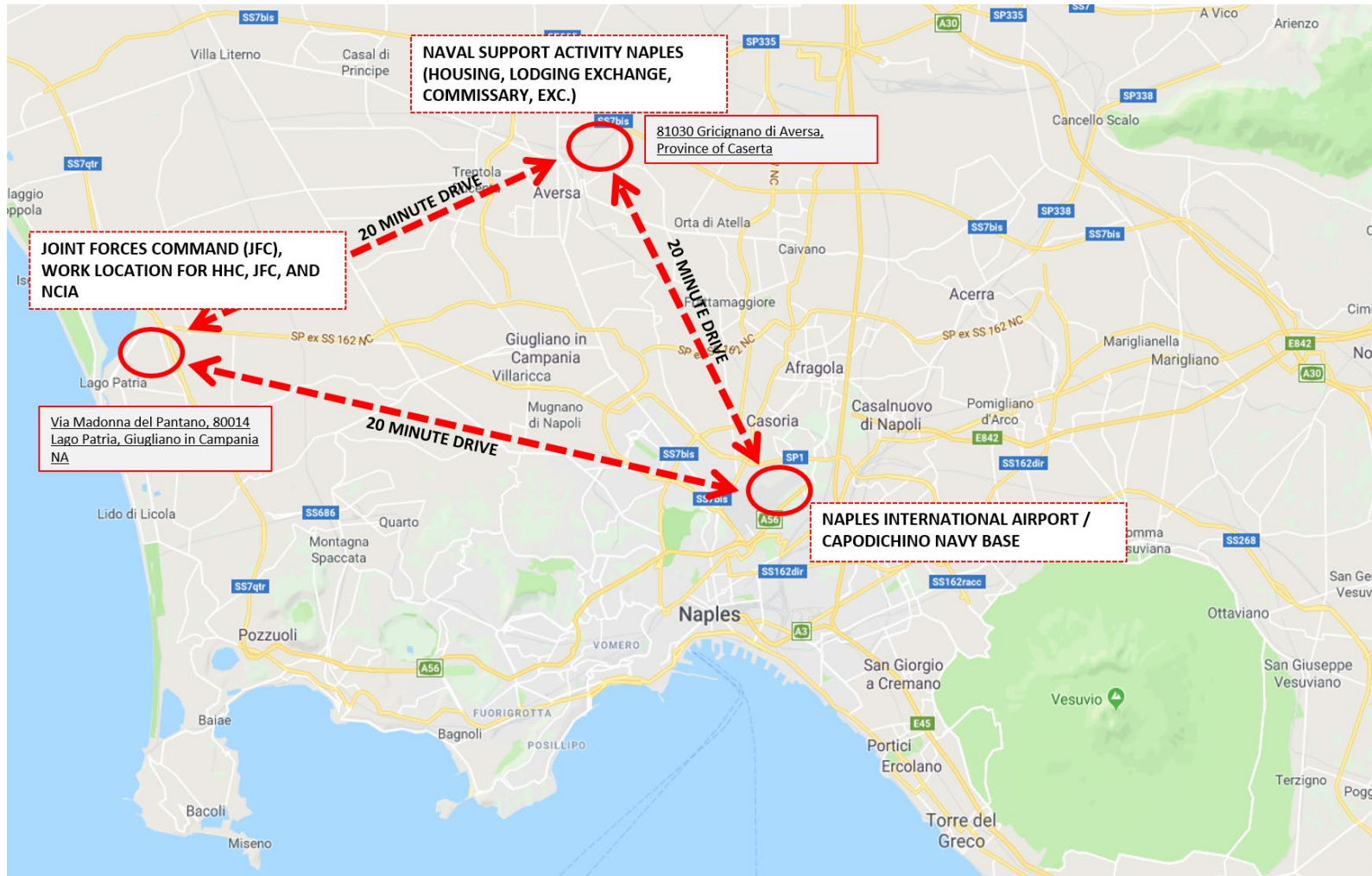
Hinh B. Duong
Captain, Adjutant General
Commanding

Naples, Italy

HHC, AFSOUTH BN, USANATO BDE

Admin Agent & Newcomers' Support Guide

(Last updated September 2022)



Contact Information

HHC Commander
First Sergeant

Cell: +39 345 927 6010
Cell: +39 340 477 2213

HHC AFSOUTH BN
Via Madonna del Pantano
80014 Giugliano in Campania (Loc. Lago Patria)
Naples, Italy
Staff Duty +39-335-644-0344

Supported Organizations
HHC
JFCNP
JLSGNP HQ
NCIA

Welcome

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Company Commander and 1SG

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

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

HHC Orderly room will issue you an in processing checklist. 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 too, 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/Home)

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

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

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

Training

HHC BN S2 section will assign new personnel to their unit in DTMS. HHC Training manager will verify and validate any and 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, and 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 in Naples, Italy:

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.

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.

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.

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.

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 ADFMs 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

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.

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).

Banking

Located on the Naval Support Activities Naples, there is a Navy Federal Credit Union and a Bank of Napoli on the JFC installation. On both installations there are ATM machines for use to make withdrawals for US or EURO currency.

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).

For personnel residing off-post, you will be required to obtain the “Codice Fiscale” or “CF” (ITA for “Fiscal Code”) 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

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.

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://issuu.com/nsanaplespao/docs/benvenuti_2016web