



BRAVO COMPANY, ALLIED FORCES SOUTH BATTALION NEWCOMERS CHECKLIST



Pre-Arrival:

Naples:

- Please visit the US Naval Support Activity Naples website: http://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples.html which provides live links to base services and is a wealth of information. This site has **great** information. Please contact B CO, AFSOUTH BN if you have not been contacted by your Sponsor and you are 60 days (or less) from arrival.
- Please visit http://www.militaryinstallations.dod.mil/MOS/f?p=132:CONTENT:::NO::P4_INST_ID,P4_INST_TYPE:2425,INSTALLATION for information about the base. This site has great information, too and can answer most questions.
- Please visit https://issuu.com/nsanaplespao/docs/benvenuti_2016web for Naples and https://issuu.com/nas_sigonella/docs/final_version_benv_sig2016_cop for Sigonella. These online magazines are also a wealth of information about life on the bases and can answer questions you may have.
- Ensure EFMP screening of dependents is completed as early as possible to allow accompanied travel to be considered.
- Plan to hand carry personal documents, i.e. passports, health, dental and finance records, copies of passports for yourself and any dependents.
- Plan to hand carry your CAC, Government Travel Card, etc as you are in PCS status.

Passports:

- Apply for your Tourist Passport(s) ASAP if you plan to travel (and you should!). Tourist passports are at your expense, but will allow you to travel outside of Italy when not on official duty.
- For those on Accompanied orders: Apply for No-Fee Passports for all Dependents with your local Passport office. Ensure all No-Fee Passports have Italian VISA inside prior to leaving the US. Military members do NOT require an Italian VISA.
- Military Service members if not done so, apply for an Official Passport. If your losing duty station does not authorize for you to apply for this, please let your sponsor know.
- Europe require a copy of your tourist passport upon check-in, in order to stay in a hotels or Air B&B. Overall, if you can get a tourist passport (blue) and then an official passport (red) prior to departure, we would highly recommend it. It can really make travel here and around the area, purchases, etc easier. Don't panic if you don't have one or don't have time to apply for one. You can always start the process when you get here.

Passport for Sigonella:

- Definitely make sure that you have a passport. If you plan to live off the installation, get a cell phone, or buy any electronics new from the store, car, etc. you have to have a Codice Fiscale (CF) (Italian Social Security Number) in order to do any of those things and it is issued from your passport information.



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Passport for Naples

- Soldiers can apply for most of these things they need with their orders and ID card. We know that some places ask if you have the CF, but will usually work with you if you do not have it yet. To avoid being turned away, having a passport will help.

Flights:

- Book your flight as early as possible.
- Ensure it aligns with the area orientation / indoc schedule / start date
- Send your itinerary to your Sponsor once received.
- If flying with pets, verify with airlines on their requirements and fees. If your current Installation Command will not support this, please contact us immediately.
- Please ensure you fly into the location that corresponds to where you will be stationed. If your losing Unit or MPD tells you otherwise, please contact us ASAP for assistance. They are most likely not familiar with Italy or non-US Army duty stations and their respective locations. We can help clarify, but please contact us sooner rather than later.
 - Naples – Naples International Airport
 - Rome or Latina – Rome (there are two airports there)
 - Milan – Milan Airport
 - Sigonella – Catania in Sicily
- If you are being sent to Vicenza or Aviano please let us know ASAP, those can be 8+ hours from where you will be stationed and will cause issues with transportation.
- It is strongly advised that you try to arrange your arrival in Italy in June or early July if possible in order to allow yourself the maximum amount of house hunting time possible. August is known as Ferragosto in Italy. Ferragosto is vacation time and almost every Italian in Italy goes on holiday. The only businesses that will remain open are grocery stores and pharmacies on a rotating basis. The schedule of which stores will open and when, is printed in the local newspapers. No real estate agents will be working during August. Even if you are lucky enough to find an agent still in town and willing to work, the landlords will be gone and you won't be able to get in and see any homes anyway. The bottom line is ARRIVE EARLY to avoid disappointment and to save you a lot of frustration.

Housing:

Naples:

- Recommend reviewing Housing website:
http://www.cnrc.navy.mil/regions/cnreurafswa/installations/nsa_naples/ffr/housing_and_lodging.html
- Off-Post Housing: If on-post housing is not available and/or you are interested in off-post housing, you may have the opportunity to live off-post. However, this is based on availability once you arrive. There is no guarantee that you will be granted an exception to policy for your accompanied tour. The base is currently under "Direct Assignment"



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which means if there is an available apartment, you will be required to live there for a minimum of one year. Then, and only then, will you have the option to apply for an exception to policy to live off base. E-5 and above, unaccompanied, are required to live off base. There are a very limited amount of one-base apartments that were converted to Single Sailor/Soldier Housing. Please check status of availability with the Housing Office.

Driving Notes:

- If you're bringing your POV, plan that it often takes up to 60-75 days to arrive.
- Insurance plans/rates are often widely different than stateside and can be more expensive; discuss with your carrier well in advance.
- Download European maps to your GPS if you're planning to bring it.
- Besides the potential driving challenges here, if you plan to bring a car please ensure to check your warranty. Sometimes car manufactures will void a warranty just because the car is now in Europe.

Dependents:

Naples:

- Elementary and Middle School/ High School Dependents may visit the following link for more information on the schools.
http://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa_naples/ffr/support_services/military_support/relocation_assistance/schools.html
- Hand carry a copy of all transcripts/IEPs and immunization records.
- The following link will have more information about the Child Development Centers, Youth Programs, Teen Center.
http://www.cnmc.navy.mil/regions/cnreurafswa/installations/nsa_naples/ffr/support_services/families/child_and_youth_programs.html
- To register for Child Youth Service
 - <https://myffr.navyaims.com/wbwsc/europecyms.wsc/wbsplash.html?wbp=1>
- Use the above link to register for child care for Area Orientation.
- Free child care is available during AO, but is based on availability. Please contact your sponsor to help with the sign up process. You will need to contact the CDC 30 days prior to you arrival in order to request free AO child care.
- If Full Time Care is needed, please visit www.militarychildcare.com and request care before you arrive. Start this process as early as possible.

Pets:

Naples:

- Recommend referring to the Pet Policy for NSA Naples.
<http://www.cnmc.navy.mil/content/dam/cnmc/cnreurafswa/Naval%20Support%20Activity%20Naples/PDFs/Instructions/10570%20F.pdf>
- **Pay close attend to the specific timelines required for immunizations and microchipping.**



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- Flying with your pet (under the seat or accompanied (as cargo,etc)) is typically significantly cheaper than sending them unaccompanied or via a private shipper. However, private companies are available that provide complete oversight and planning of pet travel if desired; they can provide quotes for your specific needs.
- See enclosure for requirements for arriving with your pets.
- If TLA can support the SM and their family, but not their pet(s), you will NOT be eligible for a statement of non-availability. At this point, you will need to make other plans for your pet(s). Kennel information is available upon request from the VET Clinic.

Phone:

- Remember to cancel/suspend stateside cell phone/contracts if desired.
- If you're bringing over your cell phone, look into having the phone unlocked prior to arrival (so it will accept a SIM from an overseas provider)

NLT 30 days prior to arrival:

- Send your Sponsor a copy of your orders; they will need these to establish your new PSC mailbox.
- Complete the forms enclosed and send them to your Sponsor.

NET 30 days prior to your arrival

- Ensure you have the following mandatory annual online training completed within 30 days of arrival:
 - ANTITERRORISM LEVEL 1
 - IA & CYBERSECURITY
 - INFORMATION SECURITY PROGRAM TRAINING
 - MILD TRAUMATIC BRAIN INJURY (MTBI)
 - PRIVACY ACT
 - ISOLATED PERSONNEL REPORT (ISOPREP)
 - COMBATING TRAFFICKING IN PERSONS
 - FRATERNIZATION POLICY
 - HEARING CONSERVATION
 - OPERATIONS SECURITY
 - PERSONNEL RECOVERY AND CODE OF CONDUCT (PR 101) / SERE 100.2
 - THREAT AWARENESS & REPORTING PROGRAM (TARP)
 - COMPOSITE RISK MANAGEMENT (CRM) BASIC COURSE (Good for 40 years)



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- ACCIDENT AVOIDANCE TRAINING COURSE (Good for four years)
- GLOBAL ASSESSMENT TOOL
- Enroll in STEP – S.M.A.R.T. Travel Program (<https://step.state.gov/step/>) – Family members are encouraged to sign up too
- Update ADPAAS profile

What to expect from your Sponsor in pre-arrival phase:

- Communication – early and often! Please contact Bravo Company, AFSOUTH BN (info at the end of the checklist) if you are not receiving timely feedback from your Sponsor.
- Assistance or lead in securing temporary lodging reservations.
- Setting up your PSC mail box.

ARRIVAL:

- Your Sponsor will coordinate with you to arrange travel/pick you up from the airport.
- Please ensure they know in advance what your “load plan” looks like (i.e. you plus two bags vs you plus 3 kids plus 2 dogs).
- Sponsor will assist you with checking into your Hotel.
- Check-in at hotels is typically at/after 1500.

POST – ARRIVAL:

- Maintain daily accountability with your Sponsor until fully in-processed.
- Ensure Sponsor has provided you with their contact information, to include emergency info for MPs and Quarter Deck.
- Family Members will apply for Soujeoners permits within 8 days. This will take the place of their VISAs once they arrive.
- Complete all In-Processing checklists and turn them in within 30 days.
- Be prepared that there is a transition period into being fully up and running.
- Ensure you (as well as Family members) are signed up with your local ATHOC system (NRDC-ITA – Vicenza; Rome, Latina, and Naples – through the Navy in Naples; AGS Sigonella – through the Navy in Sigonella)

If you need assistance or are in need of additional information, please contact:
Bravo Company, AFSOUTH BN DSN: 606-637-7359 Commercial: (+39) (0)444-617359 (Drop the “0” after the +39 country code if calling from outside of Italy.

Email: usarmy.usag-italy.hq-usanato-bde.list.hqusanato-afsouth-bco-all@mail.mil

Additional Notes:



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Codice Fiscale

Overview: A Codice Fiscale is basically the Italian Equivalent of a social security number. You and your spouse will need one while you are here. It is required for almost everything to include, your housing rental contract, bank account, phone contract, etc. Your spouse needs one in order to have access to your bank account in the event you are deployed.

Process: Ideally, the Navy or National Support Element will be able to assist with this either prior or during your arrival (if you have provided a copy of your passport and orders (in order to receive the Stato di Servizio). You must have your passport with you to apply and receive one. Your Permesso di Soggiorno is not required.

Permesso Di Soggiorno

A Permesso Di Soggiorno is authorization from the Italian Government to reside in Italy. Only DOD civilians and their dependents and the dependents of active duty members need Soggiornos. You **MUST** have your passport and Visa to apply for a Soggiorno as well as a passport-sized photo for each application. You will apply for a Soggiorno based on the province in which you live. By law, you must start the application process within 8 days of arriving in Italy. Upon receiving the Soggiorno document, always keep a copy with you in the event that you are stopped and questioned by the Polizia or Carabinieri.

For Spouses:

Email: usabravocompany@gmail.com

Naples Facebook: <https://www.facebook.com/groups/563697396976715/>

Milan Facebook: <https://www.facebook.com/groups/692920180769487/>

Signonella Facebook: <https://www.facebook.com/groups/120026215153087/>

For Children:

The Student Sponsorship Program (Student to Student) is available through the School Liaison Officer, who can be reached at NaplesSLO@eu.navy.mil. The program overview can be found at <http://www.militarychild.org/parents-and-students/programs/student-2-student>.

Useful APPs:

STEP

US Naval Hospital Naples

Google Translate

Flight Viewer



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Google Maps
Uber

Useful Links:

USANATO BDE WEBSITE
<http://www.usanato.army.mil>

AFSOUTH BN
<http://www.usanato.army.mil/AFSOUTH/index>

NAVY SUPPORT SITE (Naples)
<http://www.cnic.navy.mil/Naples/index.htm>

Military Onesource
<http://www.militaryonesource.com/MOS/Army.aspx?MRole=Member&Branch=Army&Component=Active>

Military Installations
http://www.militaryinstallations.dod.mil/MOS/f?p=132:CONTENT:::NO::P4_INST_ID,P4_INST_TYPE:2425,INSTALLATION