



# **NSA Naples Area Orientation Booklet**







## Welcome,

We would like to officially welcome you to Naples, Italy and to our Area Orientation (AO) Program (AO)! Our AO team at NSA Naples, along with our sponsors, are here to help you with your transition into the community. This packet will provide you with pertinent information and assist you in having the necessary paperwork and information that you will need to make this transition smooth and efficient.

At Area Orientation, you will have in-person subject matter experts present the important services and organizations here at NSA Naples. There will also be an AO Fair where many of the organizations that are unable to present will be available for questions and clarification regarding volunteer options and various available services through non-governmental organizations. Please review the schedule that is distributed one week before your scheduled AO briefing, and take your time to fill out all paperwork located in your packet so you are well prepared to turn them in at Area Orientation. Also, work with your assigned sponsor to discuss logistics in advance of your move. Let us know if you're having any issues connecting with your sponsor and we can help!

*In-person AO will begin at the time specified in the schedule attachment and will be a multi-day process that will help introduce you to all the departments at NSA Naples.*

*The location for AO will be at the Freedom MWR Movie Theater on the Support Site base, near the NEX food court.*

If you have any questions, comments, or concerns, please reach out to your sponsors or our Area Orientation team. We are located on the Italian first floor of the Navy Lodge at Fleet and Family Support Center (FFSC) open from 0730-1600, M-F. Thank you and welcome to Naples!

AO OFFICE DSN: [314-629-6945](tel:314-629-6945); [+39-081-811-6945](tel:+39-081-811-6945); AO DUTY CELL: [+39-335-848-4641](tel:+39-335-848-4641)

AO COORDINATORS EMAIL: [nsanaplesao@eu.navy.mil](mailto:nsanaplesao@eu.navy.mil)

AVAILABLE ON WHATSAPP



# Table of Contents

1. ARRIVAL CHECKLIST
2. REQUIRED DOCUMENTS
3. SUPPORT SITE MAP
4. SUPPORT SITE MAP INDEX
5. CAPO MAP
6. CAPO MAP INDEX
7. SUPPORT SITE/CAPO/BUS SCHEDULE
8. HANDY DANDY PHONE LISTING
9. AO CONTACT PAGE
11. DRIVERS LICENSE FORMS\*
21. DRIVERS EXAM STUDY MATERIAL
23. SOJOURNER PERMIT\*
29. HOUSING INFORMATION SHEET
30. TEMPORARY LODGING ALLOWANCE
34. SUPERVISION OF MINOR CHILDREN INST
40. LOANER LOCKER INFORMATIONAL
41. AMERICAN RED CROSS
42. ATHOC REGISTRATION FORM\*
43. PO BOX FORM
44. MAILBOX AGREEMENT
45. USNH INFORMATION
47. TRICARE \*
57. USNH ITALIAN HOSPITAL INFORMATION
59. SCHOOL INFORMATION
63. VETERINARY TREATMENT FACILITY
75. CHILDREN & YOUTH PROGRAM (CYP) HOURLY CARE
77. INTERCULTURAL RELATIONS (ICR) INFORMATION
79. AFN
80. CBRN SAILOR SIZING FORM\*

\*Indicates where pertinent forms for Day 2 of AO  
are located



# **ARRIVAL CHECKLIST:**

**Transport from the Airport**

**Area Orientation**

**Sojourner Permit and Codice Fiscale**

**Child Care and Youth Programs**

**School Registration**

**Pet Registration**

**Vehicle Registration**

**Gasoline and Oil**

**Purchasing, Selling and Scrapping a Vehicle**

**Driving Overseas**

**Finding a Home**

**Overseas Electricity**

**Area Orientation Childcare**

Use Link below to guide you through your checklist and any questions that may arise:

<https://cnreuraфcent.cnіc.navy.mіl/Installations/NSA-Naples/New-Check-ins/Area-Orientation/>



## DOCUMENTS REQUIRED

COPIES ARE FREE AT FLEET AND FAMILY SUPPORT CENTER LOCATED ON THE 1<sup>ST</sup>  
FLOOR OF THE NAVY LODGE (OPEN: 0730-1600 M-F)

### AFI DRIVER'S LICENSE:

ALL OF THESE DOCUMENTS MUST BE **HAND DELIVERED** TO THE MVRO OFFICE

DRIVERS LICENSE APPLICATION, ALCOHOL AND YOU, DRIVERS LICENSE  
CONSENT FORM

1 X PHOTOCOPY OF VALID STATESIDE DRIVER'S LICENSE (FRONT ONLY)

### SOJOURNER'S APPLICATION:

The following documents are needed for EACH Navy/Marine Corps **DEPENDENT, AND ALL DOD, HRO, U.S. HIRES, AND THEIR DEPENDENTS FOR SOJOURNER'S APPLICATIONS:**

2 x PASSPORT SIZED PHOTOS (NEX CUSTOMER SERVICE PROVIDES THIS  
SERVICE)

2 x PHOTOCOPY OF NO FEE PASSPORT PAGE

1 x PHOTOCOPY OF NO FEE VISA PAGE

1 x PHOTOCOPY OF NO FEE OFFICIAL LANGUAGE (PG 26/27)

1 x COPY OF SPONSOR'S ORDERS

SOJOURNER'S PERMIT processing for all AIR FORCE and ARMY spouses/ family member will be  
completed via the Provost Marshall's Office at JFC.

### P.O. BOX REGISTRATION:

1 x COPY OF SPONSOR'S ORDERS

### HOUSING APPLICATION:

1 x PHOTOCOPY OF SPONSOR'S PASSPORT PHOTO PAGE

1 x COPY OF SPONSOR'S ORDERS

### TRICARE REGISTRATION:

1 x COPY OF SPONSOR'S ORDERS







## COMMUNITY SERVICES

Bld. 2072 - K6  
Village Forum East  
Bld. 2072A - J6  
Church  
Bld. 2073 - P6  
Housing  
Bld. 2072B 1st Fl - J6  
Fleet & Family Support  
CMVRO  
GEICO Auto Insurance  
GSF Cash Office  
Personal Property Office  
Bld. 2071 - L7  
Fire Department  
Bld. 2091 - J9  
Police Station  
Bld. 2060 - N7  
Post Office  
Bld. 2088 - I6  
Veterinary Clinic  
Bld. 2086 A - P4  
Gov. Filling Station



Playground



Dog Park



Parking Area



Bus Stop



## EDUCATION

Bld. 2065 - H7  
Child Development Center  
Bld. 2058 - G9  
Elementary School  
Bld. 2057 - H8  
High School  
Bld. 2059 - H9  
School Cafeteria



## HEALTH

Bld. 2082 - O5  
US Naval Hospital  
Bld. 2072B 1st Floor - J6  
EDIS Clinic  
WIC Women Infants and  
Children Office



## BANK SERVICES

Bld. 2091 - M7  
Navy Fed. Credit Union  
ATM Navy Federal  
ATM INTESA  
Bld. 2072B - J6  
ATM Navy Federal



## LODGING

Bld. 2072B - J6  
Navy Lodge Naples  
Bld. 2087 - O5  
Bachelor Housing



## FOOD

Bld. 2091 - N7  
NEX MALL:  
A&W  
KFC  
Dunkin' Donuts  
Taco Bell  
Subway  
Ciro's  
Bld. 2090 - N6  
Spinzi Pizza&Grill  
Bld. 2072B - J6  
Bambosa Restaurant  
NEX Espresso Bar



Bld. 2090 - N6  
Bowling Alley  
Bld. 2089 - M4  
FIT FORUM:  
Gym  
Swimming Pool  
Bld. 2072 - K6  
Library  
Bld. 2091 - N7  
Tickets & Travels  
Bld. 2091 - N7  
Movie Theater



## SHOPPING

Bld. 2091 - N7  
Electronics  
Barber/Beauty Salon  
Bike Center  
Flowers  
Frame Shop  
Gourmet  
Jewelry  
Medical supplies  
Vodafone  
Optical shop  
Pack n' Wrap  
Tailoring/Dry cleaning  
Watch repair  
Europ Car  
Military Auto Source



Bld. 2091A - M9  
Commissary



Bld. 2076 - O6  
Auto Hobby Shop  
Bld. 2092 - O7  
NEX Autoport  
Bld. 2088 - L6  
Thrift Shop



Bld. 2072B - J6  
NEX Mini Mart  
NEX Laundromat



## LIST OF BUILDINGS

BLD #	DESCRIPTION	GRID
2057	ELEMENTARY SCHOOL	G9
2058	HIGH SCHOOL	H8
2059	SCHOOL CAFETERIA	H9
2060	PASS AND ID AT MAIN GATE	J9
2065	CHILD DEVELOPMENT CENTER	H7
2071	FIRE STATION	L7
2072	VILLAGE FORUM EAST	K6
2072A	CHURCH	J6
2072B	HOTEL/OFFICE	J6
2073	HOUSING WELCOME CENTER	P6
2074	HOUSING MAINTENANCE FAC	P6
2075	PUBLIC WORKS	N6
2076	MWR AUTO HOBBY SHOP	O6
2077	AFN TV STUDIO	P5
2080	PW ENVIRONMENTAL	Q5
2081	POV PROCESSING	Q4
2082	HOSPITAL & DENTAL CLINIC	O5
2087	BACHELOR HOUSING	O5
2088	VETERINARY CLINIC	L6
2089	FITNESS CENTER	M4
2090	BOWLING CENTER	N6
2091	EXCHANGE AND RETAIL CENTER	N7
2091A	COMMISSARY	M9
2092	NEX AUTO SERVICE	O7
2093	BACK GATE	O7

## TELEPHONE

### AREA CODES

Italy	0039	ON BASE	COMMERCIAL	DSN
Naples	081	Naples-Capo	081-568	626
Gricignano	081	Gricignano	081-811	629
Gaeta	0771	Carney Park	081-526	NO DSN

### IMPORTANT NUMBERS

US Emergency 911 on Base-DSN line / 081 568 4911 off Base  
Italian Police / Polizia 113  
Italian Fire Dept. / Vigili del Fuoco 115  
Italian Ambulance / Pronto Soccorso 118  
Dispatch Center: DSN 626 5638 - COMM 081 568 5638

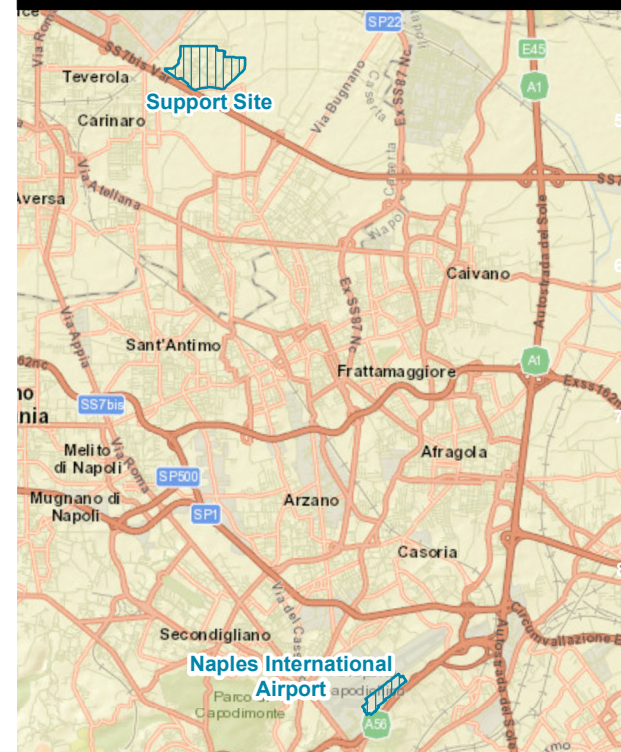


GeoReadiness Center - grc\_eurafcent@us.navy.mil  
Prepared February 2023



# SUPPORT SITE

## ORIENTATION MAP



## USEFUL PHRASES

Good morning/Hello	Buon giorno/Ciao
Goodbye	Arrivederci
Thank you	Grazie
Please	Per favore
Do you speak English?	Parla inglese?
I don't understand	Non capisco
I would like to go	Vorrei andare
Can I walk?	Posso andare a piedi?
How much?	Quanto costa?



[illegible][illegible]

**Map Details:**

- Grid:** Horizontal labels A through K; Vertical labels 2 through 10.
- Key Locations:**
  - MAIN GATE:** Located near the bottom left, around grid coordinates C4-D5.
  - BACK GATE:** Located near the top right, around grid coordinates I3-J4.
  - Naples Airport Terminal:** Labeled in the bottom left corner.
- Facilities and Icons:**
  - ATM:** Multiple locations, including near grid F6 and F7.
  - Police:** Located near grid F6.
  - Hospital:** Located near grid H3.
  - Pharmacy:** Located near grid H3.
  - Bank:** Located near grid H3.
  - Post Office:** Located near grid H3.
  - Restroom:** Located near grid H3.
  - Information:** Located near grid H3.
  - Security:** Located near grid H3.
  - Food and Beverage:** Located near grid H3.
  - Shopping:** Located near grid H3.
  - Transportation:** Located near grid H3.
- Scale:** 460 ft / 140 m and 328 ft / 100 m.
- Compass:** Located in the top left corner, showing North, South, East, and West.
- Scale:** 1:5,000.



## COMMUNITY SERVICES

Bld. 453 - H3  
Conference Center  
Chapel  
Fellowship Hall  
Library



Bld. 450 - H3  
MVRO  
Navy Marine Corps  
Red Cross

Bld. 403 - F6  
Police Station  
Fire Department



Bld. 459WTB - J3  
Drinking Water Station



## MAIL SERVICES

Bld. 412 - C8  
Main Post Office  
Bld. 450 - H3  
Mail Boxes  
Bld. 453 - H3  
Intelligent Postal Lockers



## BANK

Bld. 450 - H3  
Bank of America  
Banca INTESA S.Paolo



## ATM

Bld. 498 - H4  
Navy Federal Credit Union  
Bank of America  
INTESA - San Paolo  
Bld. 415 - F7  
Bank of America



## LODGING

Navy Gateway  
Inns & Suites (NGIS)  
Bld. 453 - H3  
NGIS - CHECK IN  
NGIS - GUESTS ROOMS  
Bld. 449 - G5  
NGIS - GUESTS ROOMS



## MEDICAL DENTAL CLINIC

Bld. 457 - H4



## EDUCATION

Bld. 458 - I4  
Child Development Center  
Bld. 442B - G4  
University of Maryland  
Central Texas College



## TRANSPORTATION

Bld. 415 - F7  
Air Passenger Terminal  
Bld. 412 - B8  
Air Cargo Terminal  
Bld. 406 - D8  
Bus Stop  
Bld. 453 - I3  
Bus Stop  
Bld. 461 - I3  
East Garage  
Bld. 430 - C9  
West Garage  
Bld. 476 - I4  
Government Fuel  
Station



## FOOD COURT

Bld. 448 - H4  
Subway  
The Olde Town Pub  
IRO - Hawaii Poke & Sushi  
All From the Grill  
Taco Bell  
Dunkin' Donuts  
Smitty's Pizza&Wings



Bld. 444 - F6  
Mobile Bar



## FIT ZONE

Bld. 451 - H3  
Gym  
Swimming Pool



## SHOPPING

Bld. 452 - H4  
NEX Mini Mart  
Flower Shop  
Hair Care Center  
Beauty Salon  
Tailor Shop  
Dry Cleaning  
VODAFONE



## LIST OF BUILDINGS

BLD #	DESCRIPTION	GRID
401	SUPPLY WAREHOUSE	C9
403	FIRE / POLICE DEPARTMENTS	F6
406	HANGAR	D8
407	PUBLIC WORKS FACILITY	E7
412	AIR CARGO TERMINAL	B8
415	AIR PASSENGER TERMINAL	F7
430	WEST PARKING GARAGE	D9
442	ADMIN I	G4
442A	ADMIN II	G4
442B	ADMIN III	G4
443	BACHELOR HOUSING 1	G6
444	MOBILE BAR	F5
446	BACHELOR HOUSING 2	G5
447	AUXILIARY SECURITY BUILDING	G5
448	BELLA NAPOLI FOOD COURT	H4
449	NGIS - Rooms	G5
450	BANK - MAIL BOXES - RED CROSS	H3
451	FIT ZONE	H3
452	NAVY EXCHANGE	H3
453	NGIS - Check in/Rooms	H3
457	MEDICAL DENTAL CLINIC	H4
458	CHILD DEVELOPMENT CENTER	H4
461	EAST PARKING GARAGE	I3
467	EAST GUARD HOUSE	I3
468	PASS AND ID AT EAST GATE	I3
476	GOVERNMENT FILLING STATION	I3
487	PASS AND ID AT WEST GATE	B10
488	WEST GUARD HOUSE	B10
489	OVERWATCH TOWER WEST GATE	C9
490	OVERWATCH TOWER EAST GATE	I3

## TELEPHONE

### AREA CODES

Area	Code	ON BASE	COMMERCIAL	DSN
Italy	0039			
Naples	081	Naples-Capo	081-568	626
Gricignano	081	Gricignano	081-811	629
Gaeta	0771	Carney Park	081-526	NO DSN

### IMPORTANT NUMBERS

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Italian Police / Polizia 113  
Italian Fire Dept. / Vigili del Fuoco 115  
Italian Ambulance / Pronto Soccorso 118  
Dispatch Center: DSN 626 5638 - COMM 081 568 5638

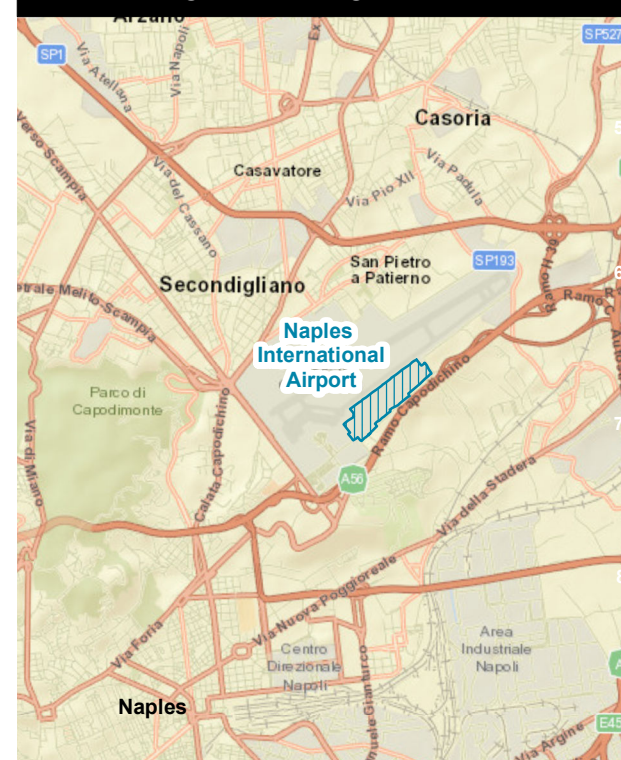


GeoReadiness Center - grc\_eurafcent@us.navy.mil  
Prepared March 2023



# CAPODICHINO

## ORIENTATION MAP



## USEFUL PHRASES

Good morning/Hello	Buon giorno/Ciao
Goodbye	Arrivederci
Thank you	Grazie
Please	Per favore
Do you speak English?	Parla inglese?
I don't understand	Non capisco
I would like to go	Vorrei andare
Can I walk?	Posso andare a piedi?
How much?	Quanto costa?

# NAVSUPPACT SHUTTLE BUS SYSTEM

Effective date:  
19 December 2022

**Single sailors living in the barracks and PCS transiting personnel have boarding priority. All others ride space available only.**

MONDAY TO FRIDAY (US WORKDAYS)												WEEK-ENDS & US HOLIDAYS					
LEAVE S.SITE	Bus	ARRIVE CAPO	LEAVE CAPO	Bus	ARRIVE S.SITE	LEAVE S.SITE	Bus	ARRIVE JFC	LEAVE JFC	Bus	ARRIVE S.SITE	LEAVE S.SITE	Bus	ARRIVE CAPO	LEAVE CAPO	Bus	ARRIVE S.SITE
0530	2	0555	0530	1	0600							0530	1	0600	0600	1	0630
0610	1&1A	0645	0600	2	0630							0645	1	0715	0730	1	0800
0630	2A	0700	0650	1	0720	0720	3	0750				0800	1	0830	0900	1	0930
0645	2	0715	0730	2	0800							0930	1	1000	1230	1	1300
0710	1A	0745	0900	1	0930							1330	1	1400	1515	1	1545
0725	1	0800	1030	1	1100	1100	1	1130	1135	1	1215	1545	1	1615	1730	1	1800
0800	2	0835	1300	1	1330							1900	1	1930	2100	1	2130
0935	1	1015	1505	1	1535							2130	1	2200	2330	1	2400
1220	1	1300	1615	1	1650												
1335	1	1415	1615	1A	1650												
1535	1	1615	1645	2	1710												
1650	1	1730	1730	1	1800				MON - THURS ONLY								
1715	2	1745	1900	1	1930				1715	3	1745						
1805	1	1845	2100	1	2130				FRIDAY ONLY								
1935	1	2010	2200	1	2240				1515	3	1545						
2130	1	2200	2330	1	2400												
2300	1	2330															

## BUS STOP LOCATIONS:

Capodichino: NGIS (at all times) - and Supply at curb cutout by west gate (after 8am - outbound only) - exit on the first roundabout, third exit adjacent to the JFC Main Complex; passengers board the bus on the parking lot adjacent to the Motor Pool.  
Site (Six stops): just behind single sailor housing (Bus Stop F) - West end of Main Entrance road (Bus Stop A) - across from CDC on main road as you exit (Bus Stop B) - NEX (Bus Stop D) - Hospital (Bus Stop E) - TLA (Bus Stop C). All departure times on schedule are from single sailor housing (Bus Stop F).

JFC: Passengers  
Support

## PLEASE, NO STANDING ALLOWED DUE TO SAFETY REGULATIONS.

**Be at the desired bus stop 10 minutes PRIOR to the departure time to avoid missing the bus - No eating or drinking on the bus please!**

**FOR YOUR OWN SAFETY, PLEASE REVIEW THE SAFETY BROCHURE POSTED AT EACH BUS STOP PRIOR TO UTILIZING THE BUS SERVICE**



For questions or concerns please contact PWD Transportation  
at 337 124 7413 (BUS QAE) or 337 127 4659 (TRANS OPS) or 081-568-6866 (TRANS BRANCH HEAD)  
You may e-mail us at: [shuttlebusnaples@eu.navy.mil](mailto:shuttlebusnaples@eu.navy.mil)



# Fleet and Family Support Center Handy Dandy Phone Listing

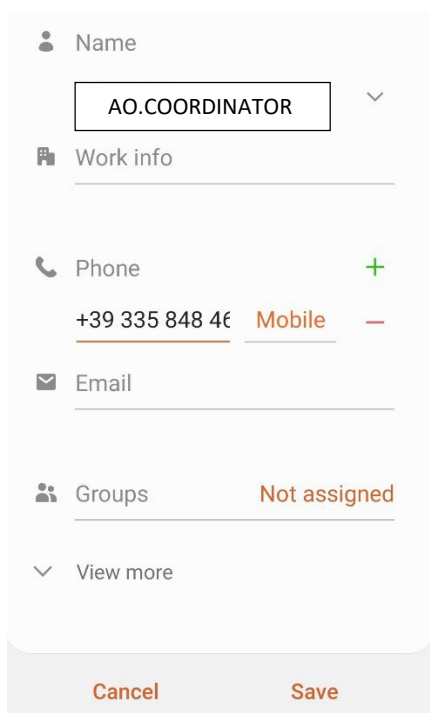
UPDATED: November 2023							
COMMERCIAL PREFIXES		HOUSING		EMERGENCY		OTHER NUMBERS	
JFCN	081-721	After-hours trouble calls	626-5547	Emergency ON-BASE 911 OFF BASE 081-568-4911		Air Terminal	626-5369
Capodichino DSN 626	081-568	Assignments	629-4468	Non-Emergency 081-568-38/5639 DSN 626-5638-5639		AFN (S.S)	629-6915
Carney Park NO DSN	081-526	On Base Housing	629-4930	Carabinieri 112 Polizia 113 Italian Fire Dept. 115		American Red Cross	626-4788
Gricignano(S.Site) DSN 629	081-811	Off Base Housing	629-4466	NSA Qrtd. 626-5547 Ital. Ambulance 118		CACO - Casualty Assistance	626-8215
Gricignano(S.Site) NO DSN	081-813	Unaccompanied On Base	629-4696/4143	<b>MEDICAL FACILITIES</b>		CMVRO (Support Site)	629-6876/4050/6890
Help Desk one net	626-HELP	Gricignano Warehouse	629-4242	Appointments (SS)	629-6000	CMVRO (CAPO)	626-2831/2832/4454
<b>CHILD &amp; YOUTH PROGRAMS</b>		Housing Maintenance	629-4246	Appointments (Capo)	626-4786	Commissary	629-4871/4879/4872
CDC Capodichino	626-5116	Trouble Desk	629-4285/4286	USNH Quarterdeck	629-6006	Community Bank (Capo)	081-635-5301/2/4/5
CDC Gricignano (Support Site)	629-4989	<b>LODGING</b>		Medical Homeport	629-6271	Defense Service Office	626-3131
Youth Center/SAC	629-4722	Navy Gateway	626-5250	USNH Chaplain	629-6451	Zurich Car Insurance	629-6568
Teen Center	629-4395	Navy Lodge Comm.	081-813-3443	Dental Clinic (Capo)	626-4644	Environmental	626-6644
Youth Sports	629-4725	Navy Lodge DSN	629-6289	Dental Clinic (S.Site)	629-6007	Fire Prevention (CAPO)	626-6627/6626
School Liaison Officer	629-6549	BEQ (S.Site)	629-4123	EDIS Clinic	629-4676	Fire Prevention (Support Site)	629-4487
<b>SCHOOLS</b>		<b>NAVY EXCHANGE MALL</b>		Emergency Room	629-6150	Hazmat/Hazwaste	626-6643
Naples Elementary	0444716613/646-6613	Main Store/Customer Serv.	081-813-5372	Information Desk	629-6155/6006	HRO (Human Resources) Capo	626-5409
Naples Middle/High	0444716796/646-6796	Phone Shop S.Site	081-979-9137	Immunizations	629-6867	Navy Federal Credit Union	629-4887/8/9
UMGC	626-6673/6675	Auto Port	629-4957	Capo Information Desk	626-5311	Navy & Marine Corps Relief	626-3913
		Barber/Beauty Shop (SS)	081-502-7349	Mental Health	629-6306	NCIS	626-6002
		Ciro's Gourmet Shop	329-782-0156	MSU/Inpatient Ward	629-6471	OPSEC Support Team	626-4460
<b>MWR</b>		Europcar S.Site	629-4172	OB/GYN	629-6404	Pass & ID (Support Site)	629-4264
Auto Hobby Shop	629-4971	NEX Depot (Capo)	626-6722	Patient Admin	629-6293	Pass & ID (Capo)	626-4955
Bowling Alley	629-6976/4900	Electronics	081-813-5353	Physical Therapy	629-6183	Passport Office /NAVPTO	626-4155/4321
Carney Park Pool	081-526-2140	Flower Shop	081-813-2104	Radiology	629-6168	Personal Property	629-6778/6819/6950
Support Site Pool	629-6513	Frame Shop	349-616-8117	Tricare Admin Office	629-6330/6331	TSC/PSD ID Cards (Capo)	626-4390/5825
Carney Fitness	081-526-1579	Gourmet Shop	320-827-7659	Lab	629-6190	Post Office (Capo)	626-5371
Fit Zone (Capo)	626-4266	Europcar Capo	626-5298	EFMP Coordinator	629-4113	Post Office (S. Site)	629-4336
Fit Forum (S.Site)	629-6604	Janz Medical Supplies	081-813-2012	Pharmacy	629-6225	POV Lot	629-6522
Golf Course	081-526-4296	Military Autosource	629-4187	Optometry	629-6386	RAPIDS (CAPO)	626-5632/2940
Library (Capo)	626-3666	Optical Shop	081-502-7113	Billing	629-6510/6129	Region Legal Services (RLSO)	626-4576
Library (S.Site)	629-4361	Residential Services	081-813-5321	<b>RELIGIOUS SERVICES</b>		Region Support Center Naples	626-2940
Liberty Program S.S.	629-4192	Residential Services	081-813-5319	Chaplains (Capo)	626-3539	Religious Education Coordinator	629-4616/4617
Liberty Program Capo	626-4896	Residential Services	081-813-5357	Chaplains (S. Site)	629-4600	SATO (Capo)	081-599-2613/2616
MWR ITT (Capo)	626-4330	Subway	081-502-7578	Chaplain Duty Phone	366-680-5972	Security Dispatch Support Site/India 7	629-4851
MWR ITT S.S.	629-7907	Tailor Shop (Capo)	626-4279	CREDO	626-5255	Security Dispatch (Capo)/India 7	626-5549/5584
<b>FLEET &amp; FAMILY SUPPORT</b>		Tailor Shop (SS)	081-502-7353			Security (Capo)	626-2207
Front Desk/Class Sign Up	629-6372	Mini Mart (S.Site)	629-6583			Security (Support Site)	629-4269
VA Representative	629-6997/6550	Mini Mart (Capo)	626-4274			Tax Free Products Office	626-5439
School Liaison Officer	629-6549					Thrift Shop	629-4200
Retiree Services	629-6372					Traffic Safety Office	626-3147/5594
Sexual Assault Helpline	335-640-6621					USO Capo	626-5713
FFSC (Gaeta)	629-8354					USO Support Site	629-4903
Area Orientation	629-6945					Veterinary clinic	629-7913
Relocation Manager /EFMP	629-6372					WIC Overseas	629-4962
						Navy Recruiting	629-4087
<b>Important Numbers for Newcomers</b>						Vehicle Processing Center	629-6522/6768
						Emergency Management	626-5240/5057
						Navy Passenger Transportation/NAVPTO	626-4321



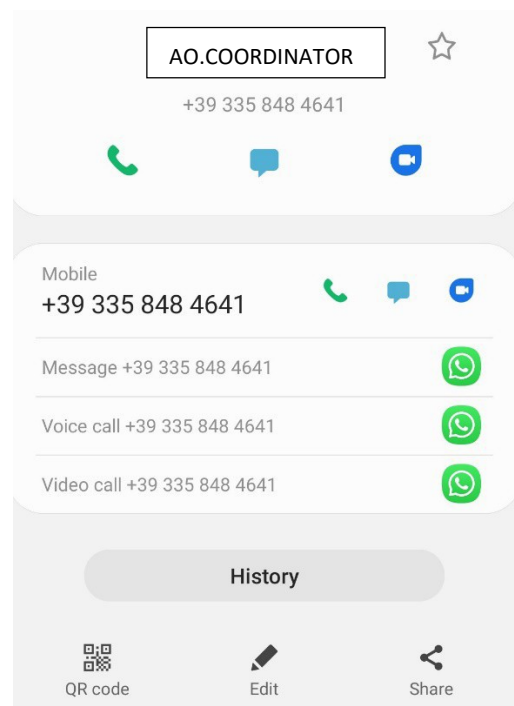
## HOW TO MAKE CALLS FROM YOUR U.S. PHONE USING WIFI

### WHATSAPP

*Install WHATSAPP to your IPHONE or Android cellphone*



*Add the contact you wish to call with the +39 country code*



*Save the contact and as long as the other contact has **WHATSAPP** downloaded these options will appear below the number allowing you to call or message them over WIFI*



# **APPLICATION FOR ALLIED FORCES ITALY (AFI) DRIVERS LICENSE**

**Please print legibly! All dates in MM/DD/YY format!**

## **SPONSOR'S INFORMATION:**

LAST, FIRST, M.I.	NATIONALITY	BRANCH OF SERVICE
COMMAND	DATE OF BIRTH (MM/DD/YY)	DOD ID NUMBER
RATE/RANK	ARRIVAL DATE (MM/DD/YY)	ROTATION DATE (MM/DD/YY)
DUTY PHONE	HOME PHONE	E-MAIL ADDRESS
HAVE YOU PREVIOUSLY BEEN STATIONED IN ITALY? YES NO IF YES: WHEN/ WHERE _____		
BASE AT WHICH THEY WILL BE WORKING _____ (i.e. Capodichino, Support Site, JFC, etc.)		

## **DRIVERS LICENSE INFORMATION: (Fill in ALL blanks, even if YOU are the sponsor.)**

FULL NAME \_\_\_\_\_  
(LAST, FIRST, M.I.) YOUR NAME AS INDICATED ON YOUR U.S. DRIVERS LICENSE

STATE OF ISSUE \_\_\_\_\_ U.S. LICENSE NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ GLASSES REQUIRED? ☐ YES ☐ NO  
(MM/DD/YY)

MOTORCYCLE ENDORSEMENT AND SAFETY COURSE COMPLETION DATE \_\_\_\_\_  
(MM/DD/YY)

BRANCH OF SERVICE \_\_\_\_\_ APPLICANT'S DOD ID: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_  
(MM/DD/YY) (City, State, Country) **DO NOT ABBREVIATE**

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR COLOR \_\_\_\_\_ EYE COLOR \_\_\_\_\_

ARE YOU A FAMILY MEMBER? ☐ YES ☐ NO YOUR RELATION TO SPONSOR \_\_\_\_\_

THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I HAVE BEEN ADVISED THAT THE AFI DRIVERS LICENSE IS VALID FOR OPERATION OF A MOTOR VEHICLE IN ITALY WHEN ACCOMPANIED BY A VALID UNITED STATES DOD / UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD. I UNDERSTAND AND AGREE THAT SHOULD I BE FOUND GUILTY OF RECKLESS OR DRUNK DRIVING, MY DRIVING PRIVILEGES MAY BE REVOKED OR SUSPENDED BY ADMINISTRATIVE ACTION, THUS PROHIBITING ME FROM OPERATING ANY MOTOR VEHICLE WHILE IN ITALY.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

### **NOTES:**

- You must be at least 18 years of age and you must already possess a valid driver's license in order to apply for and/or receive U.S. Forces in Italy Motor Vehicle Operator's License.**
- Please attach a copy of your valid US driver license to this application.**
- Contractors are required to provide a copy of the Logistical Support Letter prior to the issuance of a U.S. Forces in Italy Driver's License.**



**100 Liters of GOVERNMENT GAS RATION Allocation**

**When you pass the test and receive the driver's license you are authorized 100 liters of "G" ration fuel. The "G" ration card will be picked up at the Residential Services office. The temporary card will be good for the month it is issued.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 3012; AR 340-1804; AFR 12-35; SECNAV 52115; Italy Tri-Component Regulation (USAREUR Reg 550-32; CINCUSNAVEURINST 5840.2D; USAFEI 36-101), Agreement Between the Parties to the North Atlantic Treaty regarding the Status of Their Force (NATO SOFA), Italian Presidential Decree Number 495, Article 402, Italian Constitution, Part X, Section 1, law number 241.

**PRINCIPAL PURPOSE(S):** To assist authorities in determining eligibility for motor vehicle registration under the authority of the U.S. Forces in Italy; to facilitate host nation civil jurisdiction and to monitor compliance with U.S. and Italian law and regulation regarding compulsory third party liability insurance and driver's licensing requirements.

**ROUTINE USES:** The routine uses of this application are to provide basic information necessary in the preparation and evaluation of requests for U.S. Forces in Italy Motor Vehicle Licensing and registration of motor vehicles under the authority of the U.S. Forces. In addition, information provided may be exchanged with the private insurance company you indicate as the insurer of your motor vehicle to ensure compliance with mandatory insurance requirements. Further, information will be shared with local law, for juridical relevant purposes.

**DISCLOSURE:** Voluntary disclosure. Nondisclosure precludes consideration of your request for a U.S. Forces in Italy Motor Vehicle License and AFI motor vehicle registration services.

**CONSENT:** By your signature above and submission of this Driver License Application form you are providing your consent (1) for us to exchange information with your motor vehicle liability insurance company; (2) for your insurance company, as identified on the application, to provide information to us regarding the continued validity of your policy and (3) release relevant information to local authorities and individuals consistent with and to the same extent as such information is releasable under local national law.



## Alcohol and You

The legal Blood Alcohol Content (BAC) limit for driving a vehicle in Italy, Spain, and Greece is .05 whereas it is .00 in Bahrain. Both figures are significantly lower than in the US where it is .08. In order to promote the safe use of alcohol and to raise your awareness of how you may be impacted by the new BAC limit, you are required to complete the following quiz prior to the issuance of a NATO driver's license.

Use the attached charts to answer the BAC questions. If you do not drink alcohol at all, then please use this test to educate yourself because your awareness could save another person's life someday.

1. I am a *male/female* (**circle one**). I weigh \_\_\_\_\_ pounds. My BAC will exceed the legal limit of .05 if I consume \_\_\_\_\_ drinks in **1 hour**. (*Use only the Step #1 chart for this question*) In fact, each drink raises my BAC by approximately .02% whereas each hour that passes only lowers it approximately .015% (.012 to .017), therefore even if I only consume 1 drink per hour, my BAC will continue to increase until I stop drinking. \_\_\_\_\_ (**Initial here**)
2. If I drink 5 drinks in 5 hours, my BAC at the 5 hour mark will be \_\_\_\_\_, and it will take another \_\_\_\_\_ hours before I am below .05 BAC. (*Use both the Step #1 and Step #2 charts for this question*)
3. If I drink 8 beers/glasses of wine over 5 hours while out with friends (less than 2 drinks per hour), my BAC at the 5 hour mark will be \_\_\_\_\_, and it will not be below .05 BAC for another \_\_\_\_\_ hours. Worst of all, if I started drinking at 9pm and finished drinking at 2am, then I will not be 100% sober until \_\_\_\_\_ am/pm the next day? (*Use both the Step #1 and Step #2 charts for this question*)
4. The effects of alcohol may be increased by many factors so even when your BAC is below .05 you are still at risk of car accidents, or arrest. In fact, research has demonstrated that sober drivers suffering fatigue perform as poorly as drunk drivers. Operating a motor vehicle after 11pm gets increasingly more dangerous due to fatigue and the body's natural sleep/wake cycles so you should never drive with any alcohol in your system late at night. \_\_\_\_\_ (**Initial here**)
5. Alcohol also should not be consumed when taking *prescription medications/over the counter medications/Both* (**circle one**). The combination of medicine with alcohol could create compound effects which would make the BAC calculations above worthless. In fact, I could be arrested for DUI simply due to the effects of the medicine without any alcohol.
6. Tolerance is a person's ability to consume alcohol without feeling its effects. However, tolerance does/does not (**circle one**) change a person's actual BAC from the calculations above. Therefore, a high tolerance may result in poor judgment when deciding to drive because it causes a false sense of sobriety. Lastly, developing a high tolerance to alcohol can be a sign of regular heavy use or abuse of alcohol which could lead to addiction or other health issues. \_\_\_\_\_ (**Initial here**)
7. Women absorb and metabolize alcohol differently than men; in general women have less body water to dilute alcohol and smaller quantities of the enzyme dehydrogenase which breaks down alcohol in the stomach than men of similar weight, therefore a woman will absorb about 30% more alcohol than a man of the same weight. \_\_\_\_\_ (**Initial here**)
8. The Center for Disease Control and the National Institute for Alcohol Abuse and Addiction (NIAAA) define moderate drinking as consuming no more than 2 drinks per day for men and 1 drink per day for women. Furthermore, they define heavy drinking as 5 or more drinks per day for men and 4 or more for women. Lastly, binge drinking is defined as consumption that causes BAC to exceed .08 in a two hour period. **What category do you usually fit in?** To learn more about the impact of your normal alcohol consumption patterns visit <http://www.cdc.gov/alcohol/fact-sheets/binge-drinking.htm> or <http://www.niaaa.nih.gov/alcohol-health/alphahols-effects-body>

**Need help? Contact your command DAPA or visit the installation Substance Abuse Rehab Program**

Based on my calculations here, I have a good idea of how alcohol affects me personally. Therefore, I will strive to consume alcohol in responsible moderation, and **I will not drink and drive!**

Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_





Follow this two step process to determine your BAC for a given amount of alcohol over different periods of time.

STEP #1: Find your approximate BAC for total consumption in 1 hour						
Men (total BAC chart)						
	140lbs	160lbs	180lbs	200lbs	220lbs	240lbs
1 drink	0.03	0.02	0.02	0.02	0.02	0.02
2 drinks	0.05	0.05	0.04	0.04	0.03	0.03
3 drinks	0.08	0.07	0.06	0.06	0.05	0.05
4 drinks	0.11	0.09	0.08	0.08	0.07	0.06
5 drinks	0.13	0.12	0.11	0.09	0.09	0.08
6 drinks	0.16	0.14	0.13	0.11	0.1	0.09
7 drinks	0.19		0.15	0.13	0.12	0.11
8 drinks	0.21	0.19	0.17	0.15	0.14	0.13
9 drinks	0.24	0.21	0.19	0.17	0.15	0.14
10 drinks	0.27	0.23	0.21	0.19	0.17	0.16

STEP #2: Adjust you BAC for consumption over time												
Use the BAC from the Gender/Weight table to find your start on the 1 hour line, then move down the chart to adjust for time												
Question 2	Question 3											
Start here->	9-10pm	0.050	0.060	0.080	0.090	0.100	0.110	0.120	0.130	0.150	0.170	0.200
2 hours	11pm	0.038	0.048	0.068	0.078	0.088	0.098	0.108	0.118	0.138	0.158	0.188
3 hours	Midnight	0.026	0.036	0.056	0.066	0.076	0.086	0.096	0.106	0.126	0.146	0.176
4 hours	1am	0.014	0.024	0.044	0.054	0.064	0.074	0.084	0.094	0.114	0.134	0.164
5 hours	2am	0.002	0.012	0.032	0.042	0.052	0.062	0.072	0.082	0.102	0.122	0.152
6 hours	3am		0.000	0.020	0.030	0.040	0.050	0.060	0.070	0.090	0.110	0.140
7 hours	4am			0.008	0.018	0.028	0.038	0.048	0.058	0.078	0.098	0.128
8 hours	5am				0.006	0.016	0.026	0.036	0.046	0.066	0.086	0.116
9 hours	6am					0.004	0.014	0.024	0.034	0.054	0.074	0.104
10 hours	7am						0.002	0.012	0.022	0.042	0.062	0.092
11 hours	8am							0.000	0.010	0.030	0.050	0.080
12 hours	9am								0.000	0.018	0.038	0.068
13 hours	10am									0.006	0.026	0.056
14 hours	11am										0.014	0.044
15 hours	Noon										0.002	0.032
16 hours	1300											0.020
17 hours	1400											0.008
		RED - Illegal to drive		YELLOW - Legal but potentially impaired				GREEN - Sober				

**NOTE:** The metabolism rate of .012 is a conservative estimate and is utilized in the Navy's smartphone application Pier Pressure\*. You can also visit [www.bloodalcoholcalculator.org](http://www.bloodalcoholcalculator.org) to become more familiar with how your typical consumption affects your blood alcohol.

\* *Pier Pressure* is a Navy Smartphone App that contains multiple tools including a BAC calculator and taxi service locator. Download it from the Apple App store or the Google Play Store.

Follow this two step process to determine your BAC for a given amount of alcohol over different periods of time.

STEP #1: Find your approximate BAC for total consumption in 1 hour						
Women						
	90lbs	100lbs	120lbs	140lbs	160lbs	180lbs
1 drink	0.05	0.05	0.04	0.03	0.03	0.03
2 drinks	0.1	0.09	0.08	0.07	0.06	0.05
3 drinks	0.15	0.14	0.11	0.1	0.09	0.08
4 drinks	0.2	0.18	0.15	0.13	0.11	0.1
5 drinks	0.25	0.23	0.19	0.16	0.14	0.13
6 drinks	0.3	0.27	0.23	0.19	0.17	0.15
7 drinks	0.35	0.32	0.27	0.23	0.2	0.18
8 drinks	0.4	0.36	0.3	0.26	0.23	0.2
9 drinks	0.45	0.41	0.34	0.29	0.26	0.23
10 drinks	0.51	0.45	0.38	0.32	0.28	0.25

STEP #2: Adjust you BAC for consumption over time												
Use the BAC from the Gender/Weight table to find your start on the 1 hour line, then move down the chart to adjust for time												
Question	Question 3											
Start here	9-10pm	0.050	0.060	0.080	0.090	0.100	0.110	0.120	0.130	0.150	0.170	0.200
2 hours	11pm	0.038	0.048	0.068	0.078	0.088	0.098	0.108	0.118	0.138	0.158	0.188
3 hours	Midnight	0.026	0.036	0.056	0.066	0.076	0.086	0.096	0.106	0.126	0.146	0.176
4 hours	1am	0.014	0.024	0.044	0.054	0.064	0.074	0.084	0.094	0.114	0.134	0.164
5 hours	2am	0.002	0.012	0.032	0.042	0.052	0.062	0.072	0.082	0.102	0.122	0.152
6 hours	3am		0.000	0.020	0.030	0.040	0.050	0.060	0.070	0.090	0.110	0.140
7 hours	4am			0.008	0.018	0.028	0.038	0.048	0.058	0.078	0.098	0.128
8 hours	5am				0.006	0.016	0.026	0.036	0.046	0.066	0.086	0.116
9 hours	6am					0.004	0.014	0.024	0.034	0.054	0.074	0.104
10 hours	7am						0.002	0.012	0.022	0.042	0.062	0.092
11 hours	8am							0.000	0.010	0.030	0.050	0.080
12 hours	9am								0.000	0.018	0.038	0.068
13 hours	10am									0.006	0.026	0.056
14 hours	11am										0.014	0.044
15 hours	Noon										0.002	0.032
16 hours	1300											0.020
17 hours	1400											0.008
		RED - Illegal to drive			YELLOW - Legal but potentially impaired			GREEN - Sober				

**NOTE:** The metabolism rate of .012 is a conservative estimate and is utilized in the Navy's smartphone application Pier Pressure\*. You can also visit [www.bloodalcoholcalculator.org](http://www.bloodalcoholcalculator.org) to become more familiar with how your typical consumption affects your blood alcohol.

\* *Pier Pressure* is a Navy Smartphone App that contains multiple tools including a BAC calculator and taxi service locator. Download it from the Apple App store or the Google Play Store.

## **Effects at specific B.A.C. levels**

**0.02-0.03 BAC:** No loss of coordination, slight euphoria and loss of shyness. Depressant effects are not apparent. Mildly relaxed and maybe a little lightheaded.

**0.04-0.06 BAC:** Feeling of well-being, relaxation, lower inhibitions, sensation of warmth. Euphoria. Some *minor impairment of reasoning and memory, lowering of caution*. Your behavior may become exaggerated and emotions intensified (Good emotions are better, bad emotions are worse)

**0.07-0.09 BAC:** *Slight impairment of balance, speech, vision, reaction time, and hearing*. Euphoria. Judgment and self-control are reduced, and caution, reason and memory are impaired. *You will probably believe that you are functioning better than you really are*.

## **Becoming vulnerable**

**0.10-0.125 BAC:** *Significant impairment of motor coordination and loss of good judgment*. Speech may be slurred; balance, vision, reaction time and hearing will be impaired.

## **RAPIDLY becoming a dangerous scenario from this point forward**

**0.13-0.15 BAC:** Gross motor impairment and lack of physical control. Blurred vision and major loss of balance. Euphoria is reduced and dysphoria (anxiety, restlessness) is beginning to appear. Judgment and perception are severely impaired.

**0.16-0.19 BAC:** Dysphoria predominates, nausea may appear. The drinker has the appearance of a "sloppy drunk."

**0.20 BAC:** Feeling dazed, confused or otherwise disoriented. May need help to stand or walk. If you injure yourself you may not feel the pain. Some people experience nausea and vomiting at this level. The gag reflex is impaired and you can choke if you do vomit. Blackouts are likely at this level so you may not remember what has happened.

## **First mention of the risk of death (asphyxiation)**

**0.25 BAC:** All mental, physical and sensory functions are severely impaired. Increased risk of asphyxiation from choking on vomit and of seriously injuring yourself by falls or other accidents.

## **Will likely require medical intervention – take person to a hospital**

**0.30 BAC:** STUPOR. You have little comprehension of where you are. You may pass out suddenly and be difficult to awaken.

**0.35 BAC:** Coma is possible. This is the level of surgical anesthesia.

**0.40 BAC and up:** Onset of coma, and possible death due to respiratory arrest.

**Administrative Notes:**

There are a number of variables in determining the rate at which alcohol is absorbed and metabolized by the body. This test is not meant to address all variables but rather to educate individuals on how their consumption would affect them on average.

The tables were drawn from the University of Virginia website and were cross checked against multiple sources. Variations were minimal.

The rate of alcohol removal used on page one is extremely conservative. Most website calculators are utilizing .015 per hour. However, the Navy appears to have chosen .012 for its rate within the NADAP PierPressure smartphone application. In order to keep this test more closely aligned with the NADAP smartphone app, I too chose to use .012.

Grading: Test takers may utilize the charts provided, the Pier Pressure application or the online calculator at [www.bloodalcoholcalculator.org](http://www.bloodalcoholcalculator.org) to complete the test. Because of the variation in methodology, it is difficult to grade this exam within +/- 1 drink so do not attempt to do so. The real purpose is to force the individual to think critically about their drinking patterns, understand what is happening, and label those patterns.

Feedback is welcome. This is the first version of this training/quiz and it should continue to evolve with instructor feedback. Please send your thoughts to:

CDR Joseph McMonigle, [joseph.mcmonigle@eu.navy.mil](mailto:joseph.mcmonigle@eu.navy.mil) or call DSN 314-626-6225/ COM +39 081-568-6225

# ITALIAN DRIVER'S LICENSE STUDY GUIDE

 BUMPY ROAD	 HUMPS	 CURVE TO THE RIGHT	 CURVE TO THE LEFT	 DOUBLE CURVE, FIRST TO THE RIGHT THEN TO THE LEFT	 DOUBLE CURVE, FIRST TO THE LEFT THEN TO THE RIGHT	 GUARDED RAILROAD CROSSING	 UNGUARDED RAILROAD CROSSING
 UNGUARDED RAILROAD CROSSING (SINGLE TRACK)	 UNGUARDED RAILROAD CROSSING (MULTIPLE TRACK)	 TRAMS CROSSING AHEAD	 PEDESTRIAN CROSSING	 DANGEROUS DOWNGRADE	 DANGEROUS UPGRADE	 ROAD NARROWS	 ROAD NARROWS ON RIGHT
 ROAD NARROWS ON LEFT	 DRAW BRIDGE	 DANGEROUS VERGES	 SLIPPERY ROAD	 CAUTION SCHOOL ZONE	 DOMESTIC ANIMALS ON THE ROAD	 TWO-WAY TRAFFIC	 ROUNDAUT AHEAD
 RIVER BANK	 DANGEROUS UNSTEADY MATERIALS ON THE ROAD	 FALLING ROCKS OR DEBRIS	 TRAFFIC LIGHTS	 SIDE WINDS	 RISK OF FIRE	 WILD ANIMALS	 DANGER
 WORK IN PROGRESS	 ROAD NARROWS	 ROAD NARROWS ON RIGHT	 ROAD NARROWS ON LEFT	 TWO-WAY TRAFFIC	 DANGEROUS UNSTEADY MATERIALS ON THE ROAD	 TRAFFIC LIGHTS	 DANGER
 YIELD RIGHT OF WAY	 STOP	 CROSSROADS WITH RIGHT-OF-WAY FROM THE RIGHT	 PRIORITY TO VEHICLES FROM OPPOSITE DIRECTION	 ROAD WITH RIGHT OF WAY	 END OF ROAD WITH RIGHT OF WAY	 INTERSECTION WITH ROAD THAT DOES NOT HAVE RIGHT OF WAY	 JUNCTION WITH A MINOR SIDE-ROAD FROM RIGHT
 JUNCTION WITH A MINOR SIDE-ROAD FROM LEFT	 MERGING TRAFFIC FROM RIGHT	 MERGING TRAFFIC FROM LEFT	 ONCOMING TRAFFIC MUST WAIT	 ALL VEHICLES PROHIBITED	 ENTRY PROHIBITED	 NO PASSING	 MINIMUM DISTANCE
 SPEED LIMIT IN KILOMETERS	 NO HORN BLOWING	 PEDESTRIANS PROHIBITED	 BICYCLES PROHIBITED	 MOTORCYCLES PROHIBITED	 ALL MOTOR VEHICLES PROHIBITED	 LARGE GOODS VEHICLES PROHIBITED	 MAXIMUM LENGHT IN METERS

MAXIMUM WIDTH IN METERS	MAXIMUM HEIGHT IN METERS	MAXIMUM WEIGHT IN METRIC TONS	MAXIMUM WEIGHT IN METRIC TONS PER AXLE	STOP POLICE ROADBLOCK	STOP CUSTOMS	END OF SPEED LIMIT	END OF MAXIMUM SPEED
END OF NO OVERTAKING	NO PARKING	NO STOPPING	PARKING AUTHORIZED	DRIVE STRAIGHT	TURN RIGHT	TURN LEFT	DRIVE STRAIGHT OR TURN RIGHT
DRIVE STRAIGHT OR TURN LEFT	ROUNDABOUT	MINIMUM SPEED	END OF MINIMUM SPEED	SNOW CHAINS MANDATORY	PEDESTRIAN LANE	END OF PEDESTRIAN LANE	CYCLE LANE
SCHOOL BUS	PEDESTRIAN CROSSING	NO THROUGH ROAD	TUNNEL	AUTOSTRADA MOTORWAY	FREEWAY	ADVISORY SPEED LIMIT	ACCIDENT AHEAD
HOSPITAL	FIRST AID	REPAIR SERVICE	GAS STATION	CAR FERRIES	ONE WAY TRAFFIC	INFORMATION CENTER	CAMPING SITE
EU COUNTRY BORDER	DIRECTIONS IN URBAN AREAS	DIRECTIONS IN URBAN AREAS AND GREEN PANEL INDICATES MOTORWAY	DIRECTIONS ON A MAIN HIGHWAY	DIRECTIONS ON A MOTORWAY	PROVINCIAL BOUNDARY SIGN	PROVINCIAL BOUNDARY SIGN (MOTORWAY)	REGIONAL BOUNDARY SIGN
TARANTO	MOTORWAY DIRECTION	PRIMARY OR SECONDARY ROAD DIRECTION	URBAN AREA DIRECTION	DETOUR	DIRECTION TO TOURIST ATTRACTION		
MERGING LANES	MERGING LANES	MERGING CARRIAGEWAY	ALL TRIANGLES INDICATE A WARNING	ALL CIRCLES INDICATE SOMETHING PROHIBITED	ALL BLUE CIRCLES INDICATE SOMETHING MANDATORY	RED AND YELLOW TRIANGLES INDICATE A TEMPORARY WARNING	



# PREVENTIVE LAW SERIES

## THE SOJOURNER PERMIT



Prepared by:  
Region Legal Service Office, Europe, Africa, Central  
Civil Law Department  
PSC 817 Box 8  
FPO AE 09622-0008  
Naples, Italy  
DSN 626-4576 or COMM 081-568-4576

Upon transferring to Naples, one of the first tasks that military dependents, civilian employees and their family members must accomplish is obtaining a **Sojourner Permit**, or the *Permesso di Soggiorno*. We understand that this process can be a stressful and confusing way to start your first week in Italy, so the following information is offered to help you through it with some great tips for both before and after you obtain your Sojourner Permit.

**What is a Sojourner Permit?** A Sojourner Permit is an Italian government document that certifies that a NATO-Force military dependent or member of the civilian component is a temporary legal resident of Italy. It is *different* from the *missione visa* that is placed in your passport prior to arriving in Italy. The visa is only an *entry approval* and is the first step necessary to obtain a Sojourner Permit upon your arrival in Italy. The requirement to get a Sojourner Permit exists in addition to the *missione visa* that is already in your passport.

**Who must obtain a Sojourner Permit?** Italian law requires all foreign personnel entering Italy, other than an active duty member under military orders, to obtain a Sojourner Permit. Application must be made within eight days of arrival in Italy. Sojourner Permits are required for all military dependents, all members of a civilian component (DOD civilians, NAFI employees, technical representatives, Red Cross, NFCU, USO, and employees of other organizations providing services to and enjoying a special status with the U.S. military) and their dependents. Citizens of the Schengen Area are not required to obtain a *missione visa* or Sojourner Permit; however, there may be other requirements for you to enter and reside in Italy (consult with your embassy).

**How do I obtain a *missione visa*?** Visas are obtained before entry to Italy. This is usually done in the United States, but if you are currently stationed overseas you'll need to go to your nearest Italian Consulate or Embassy. Our office cannot obtain one for you, and we cannot expedite the process in obtaining a *missione visa* as it's handled by the individual consulate. Contractors and non-U.S. citizens will use their tourist passport for the *missione visa*; all other applicants will need an official or no-fee passport in order to obtain a *missione visa*.

**Can I apply for a Sojourner Permit without a *missione visa*?** No! Our office is only permitted to process Sojourner Permit applications for applicants with a valid *missione visa*. If you do not have a *missione visa* or it is expired, you must return to your country of residence to obtain one from an Italian Consulate or Embassy. *There is no way to obtain the missione visa while physically in Italy.*

**How do I obtain a Sojourner Permit?** The Region Legal Service Office, Europe, Africa, Central (RLSO EURAFCENT) Legal Assistance Office assists in the preparation of Sojourner Permit applications and oversees the acquisition of a Sojourner Permit for all personnel attached to U.S. Navy commands in the Naples/Caserta area. Please see the 'Sojourner Permit First Time Application Checklist' for a full list of documents needed to apply for a Sojourner Permit. Remember, you must enter Italy on the correct *missione visa* before you can apply for a Sojourner Permit! Additionally, we are not permitted to accept applications in advance of your arrival.

**NOTE: Army and Air Force personnel stationed at AFSOUTH must apply for Sojourner Permits through the AFSOUTH Provost Marshall's Office.**

**What are the Sojourner Permit office hours at RLSO EURAFCENT?** Sojourner's Permit application packages (all documents listed above) can be delivered to the RLSO EURAFCENT Front Desk (Admin II, 1<sup>o</sup>



piano) during regular service hours. You may also submit the documents during your initial Area Orientation. **All other Sojourner Permit services are by appointment.** You can set up an appointment or send questions/concerns to our office by emailing [napleslegalassistance@us.navy.mil](mailto:napleslegalassistance@us.navy.mil). One member of a family may submit packages on behalf of the whole family.

**What about fingerprints?** The Italian Bossi-Fini Immigration Law of July 30, 2002, requires fingerprints to be collected from all Sojourner Permit applicants who are age 14 years or older. For new arrivals, the Italian Forensic Team will take fingerprints at the Capodichino base **by appointment only** after you have submitted your application package. Fingerprinting appointments are scheduled two to four weeks after submitting the package, subject to available time slots.

**I need my receipt before the fingerprinting to apply for a job/obtain a CAC/etc.** If you have a time-sensitive need for your receipt of application prior to your fingerprinting appointment time, please contact us to let us know. We can schedule appointments for application receipts on a case-by-case basis. However, be advised that you are still obligated to attend a later fingerprinting appointment to complete your application for a Sojourner Permit, and your application will not be submitted to the immigration office if you fail to attend. This will result in the denial of a Sojourner Permit until the fingerprints are collected.

**NOTE: Processing of Sojourner Permit applications by the Italian authorities takes six weeks to three months, so please be patient. When ready, an e-mail will be sent notifying you to pick up your permit.**

**What do I do with my Sojourner Permit?** Make a copy of your Sojourner Permit and carry it with you at all times. Keep your original permit with your passport in a secure location. Make sure your original permit accompanies you whenever you travel outside Italy. You may fold the permit, but do not cut or laminate it.

**What if my sojourner's permit is misspelled?** If there is a mistake or misspelling in the name/last name, date/place of birth, or citizenship, then the sojourner's permit must be returned to the Immigration Office for correction. Notify the front desk at the time of pick-up or as soon as you notice. You will receive a notification e-mail when the permit is ready for pick up.

**How do I renew my expired Sojourner Permit?** No greater than two months before the expiration date (written in Italian date format DD/MM/YYYY) you must visit RLSO EURAFCENT (Admin II, 1° piano) to request a renewal of your permit. Please see the Sojourner Permit Renewal Application Checklist for a full list of documents needed to renew. The immigration office will not accept renewals submitted more than two months before the expiration date.

**What if I have a newborn?** If you have a newborn while in Italy, your baby needs a Sojourner Permit as well. To add the baby, the permit of one of the parents must be renewed. If the parent's permit includes other children, their permits must be renewed as well. You will need to bring all the standard documents required for renewal (as if the permits were expired) in addition to a copy of the newborn's official or no-fee passport, two passport-sized photos, and a copy of the ***Italian Birth Certificate*** (Certification of Birth Abroad is not accepted).

If you go to the United States to give birth to your newborn, you will need to request and obtain a Mission Visa for your newborn placed in the U.S. passport **BEFORE** coming back to Italy.

**Lost or Stolen Sojourner Permits** must be reported to the Italian Polizia where you reside. Reports must be made in-person. Upon report, you will be provided a *denuncia di smarrimento*, which must be carried with you in place of the permit while a new one is being issued. It is important that the document indicate it was produced on behalf of the Italian Questura with the words *rilasciato dalla Questura di Napoli/Caserta*. You can contact I-7 Security Department for assistance with filing a report.

**What do I do with my Sojourner Permit when I PCS out of Italy?** You are required to check-out at RLSO EURAFCENT before departing Italy on Permanent Change of Station orders. Upon check-out, all Sojourner Permits must be turned-in to the RLSO or check-out will not be authorized.





## **SOJOURNER'S PERMIT CHECKLIST** **FIRST TIME APPLICATION**

**WHO needs a sojourner permit:** A Sojourner's Permit is **REQUIRED for all dependents** and civilians/contractors (Active duty members stationed in Italy and EU-Citizen do not require Sojourner's Permits).

**WHERE to apply:** RLSO EURAFCENT (Capodichino Base, Admin Building II, 1st (Italian) Floor, Room 1074) assists USN/USMC personnel only. USA/USAF personnel should report to their respective provost Marshall office (JFC). Send an email to [Napleslegalassistance@us.navy.mil](mailto:Napleslegalassistance@us.navy.mil) to schedule an appointment to bring all of the documents listed below. This is only the first appointment to fill out the application with the specialist. There will be a second appointment at a later date to be fingerprinted by the Italian Immigration authorities. If you are attending area orientation you will bring the documents listed below in person at the designated time. You will then receive an appointment to sign your application and to be fingerprinted. RLSO EURAFCENT can help you with your permit *only if you live in the Provinces of Napoli and Caserta*. If you live elsewhere, you will have to apply at your local Immigration Office having jurisdiction on your city.

**WHO needs to appear in person:** **\*\*ALL APPLICANTS 14 YEARS OLD AND ABOVE MUST APPLY IN PERSON\*\***

**WHEN to apply:** Generally, within 8 days of your arrival in Italy.

**Fingerprints:** All applicants **14 years old and above** must be fingerprinted by the Italian Forensic Team that generally comes on board on specific days. You will be invited via email to join next available session.

**Applications will NOT be accepted on Italian Holidays.**

FIRST TIME APPLICATION	
<b>2 ** IDENTICAL** Passport sized photos (taken within the last 6 months)</b> - Only 2 photos are required for all applicants, no matter the age.	
<b>No-Fee/Official Passport (tourist passport for Contractors and non-US citizens only) - bring original</b> <b>AND :</b> - 2 copies of photograph page and "official" language page next to it - 1 copy of "Missione" visa page	
<b>Copy of orders:</b> Military Orders, Civilian Orders or letter of accreditation (DOCPER letter).	
<b>Copy of your rental lease or hotel receipt/invoice:</b> Only if you live <b><u>in Naples or its province</u></b> (Pozzuoli, Monterusciello, Quarto, Lago Patria, etc.) It is not applicable if you are in the province of Caserta (Gricignano Area and on or off Support Site).	
<b>Completed Worksheet*:</b> Obtain a copy at the RLSO EURAFCENT office or find it attached. *THIS IS NOT THE APPLICATION	



**SOJOURNER'S PERMIT WORKSHEET - this is NOT the actual application**

**PRIVACY ACT NOTICE:** Individuals are asked to complete this form voluntarily for us to prepare your Sojourner's Permit reports. Failure to provide this information may result in a denial of a Sojourner's permit. The authority for this request is 5 U.S.C. § 301 and the North Atlantic Treaty Organization Status of Forces Agreement (SOFA). This form is not protected by any attorney-client privilege and may be released to law enforcement upon official request.

**APPLICANTS REQUIRED INFORMATION**

**(Person Applying for Sojourner's permit)**

You are requesting a:

☐

**1st TIME APPLICATION**

☐

**RENEWAL APPLICATION**

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **MI:** \_\_\_\_\_

**CITIZENSHIP** (check one):

☐

US

☐

OTHER (SPECIFY BELOW)

\_\_\_\_\_

**MARITAL STATUS** (check one):

☐

MARRIED

☐

NEVER MARRIED

☐

DIVORCED

☐

WIDOWED

**HOME OF RECORD:** \_\_\_\_\_

City

State

Country

**CURRENT ADDRESS IN ITALY** (e.g., TLA, CAPO INN, Support Site Bldg/Apt number, hotel name -

**NO PSC ADDRESS**)

\_\_\_\_\_

**DATE & AIRPORT** OF ENTRY INTO **EUROPE** (only 1st time applicants):

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DAY MONTH YEAR AIRPORT

**YOUR STATUS IN ITALY** (check one):

☐

SPOUSE ON MILITARY ORDERS

☐

RELATIVE ON MILITARY ORDERS, PLEASE SPECIFY RELATIONSHIP TO  
SPONSOR \_\_\_\_\_

☐

CIVILIAN (GS /OTHER) ON U.S. GOVT ORDERS

☐

CONTRACTOR

☐

FAMILY MEMBER OF CIVILIAN OR CONTRACTOR

**CONTINUED ON THE BACKSIDE OF THIS FORM**

## **SPONSOR'S REQUIRED INFORMATION**

**(your info if you're the sponsor)**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

RANK/RATE: \_\_\_\_\_ BRANCH OF SERVICE: \_\_\_\_\_

COMMAND: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

E-MAIL (WORK OR PERSONAL): \_\_\_\_\_

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## **REQUIRED INFORMATION OF CHILDREN UNDER THE AGE OF 14**

1. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

2. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

3. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

4. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

5. LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

**I CERTIFY THIS INFORMATION IS CORRECT TO USE TO THE BEST OF MY KNOWLEDGE**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DAY MONTH YEAR

Signature of Applicant: \_\_\_\_\_

# Housing Service Center – Area Orientation

PSC 808 Box 7  
FPO AE 09618-0007



Welcome to Naples! The Housing Service Center (HSC) is here to serve all of your housing needs. We understand that PCSing is a stressful ordeal, especially when moving to another country. It's our mission to make this transition easy for you and your family, and we take pride in providing the best service possible.

- Our main office is located in building 2073 on Support Site. This building is located just outside the "back gate". However, this office primarily handles only off-base housing.
- For on-base family housing support, we have a branch office located behind the autoshop on Support Site in building 2074.
- For E1-E4 unaccompanied service members, the main barracks office is located in building 2038 on Support Site. We have our unaccompanied barracks in two locations: one is a collection of buildings known as "the triangle" and the other is in building 2087 located next to the hospital.
- For service members assigned to Gaeta, we have a satellite housing office located next to the post office on the Gaeta base.

## Quick Reference Guide

Off-base Housing - DSN: 629-4466 / COMM 081-811-4466

On-base Housing - DSN: 629-4930 / COMM: 081-811-4930

Barracks – DSN: 629-4696 / COMM: 081-811-4696

Email: M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL

The Naples area office hours are Monday – Friday, 0745-1545

The Gaeta area office hours are Monday – Friday, 0800-1630

Follow us on Facebook at  
<https://www.facebook.com/NSANaplesHousing/>



**SCAN ME**

For more information about the HSC, to include our welcome booklet, please scan the QR code.

## Temporary Lodging Allowance Policy Overview

Until you have moved in to a home, you will be in temporary lodging. For military members this is known as TLA, and for civilians it is known as Temporary Quarters Subsistence Allowance (TQSA). The HSC will process military service member TLA claims, and Civilian TQSA is handled by the member's Human Resources Office. As we only deal with service member TLA we will only focus on military service members.

The upfront costs of temporary lodging can be daunting in many cases exceed thousands of dollars. However, rest assured that these expenses may all be reimbursed as long as compliance with the TLA instruction is met. In short, a TLA claim is submitted to recoup the cost of lodging, meals and incidentals. Military personnel are allowed a maximum of 60 days of TLA. TLA claims must be submitted in 10-day increments with exception to the final claim (first claim is submitted 10 days after arrival), along with a copy of the TLA claim and original hotel bill with each day itemized. The claims for the first 30 days in TLA may simply be submitted by you to the HSC for processing. After 30 days, your claims must also be routed through your Chain of Command. For service members approved to live on the economy, a showing form must also accompany TLA claims until a home has been selected. A showing form is used to document the list of homes that you have viewed within the 10-day period for which you are claiming lodging reimbursement. A minimum of **two** showing tours must be completed every **ten** days. A showing tour consists of viewing at least 5 homes. Housing tours may be conducted by the service member's spouse to meet this requirement. Regardless, your command should be flexible with work requirements until housing is secured. Once a home has been selected, the showing form no longer needs to accompany TLA claims.

Claims may be processed at either the HSC, Assignments/Facilities Housing Office, or the Gaeta Housing Office. They may be dropped off in-person or sent via e-mail to:

**M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL**

Please ensure documents sent to the email address are scanned copies and legible.

### **TLA Extensions:**

Extensions beyond 60 days are rarely approved. All extensions must be approved by the Commanding Officer, Naval Support Activity Naples, after endorsement by your Commanding Officer/Officer-in-Charge, and the NSA Naples Housing Director. The HSC will forward requests to NAVSUPACT Naples Admin, and will return to the service member as soon as possible.

Extensions are not authorized for the personal convenience such as:

- Delay of signing a lease for your personal convenience for reasons to include arrival:
  - Of Privately Owned Vehicle (POV) or Household Goods (HHG)
  - awaiting family arrival,
  - or other personal conveniences.

**Emergency TLA:**

Regardless of best-laid plans, emergencies happen. Emergency TLA is used for circumstances beyond the member's control such as fire, flood, earthquake, riot, civil unrest, or extraordinary events that make the residence uninhabitable, or if remaining in the residence is deemed inadvisable by the NAVSUPACT Naples CO. Additionally, if the residence become temporarily uninhabitable for other reasons such as lack of utilities for more than 24 hours.

**TLA Allowance is Subject to Termination:**

- If you, or your sponsored spouse, cannot complete a minimum of two tours with the within each 10-day period. Work requirements are not justification for being unable to complete tour requirements.
- If you refuse the offer of government quarters.

If you have any additional questions, please do not hesitate to call, email, or come into the office.

## Allowances Overview

Note: Be sure to check your LES every month to ensure you are getting the correct allowances.

### **Overseas Housing Allowance**

Overseas Housing Allowance (OHA) is paid to military members who live in privately leased housing on the economy at their overseas duty station in place of BAH. Residents of on- base, government-leased, housing do not draw ORA. The purpose of OHA is to pay for housing costs including rent, utilities, and recurring maintenance expenses. OHA consists of two parts, the rent portion, and the Utility and Recurring Maintenance portion.

The rent portion of OHA is computed based on your rent up to the maximum allowed for your pay grade. However, you may rent a home above your OHA cap, but you pay the difference out of your base pay. If your rent is less than your maximum allowed OHA, then your allowance will lower to match your rent. The actual amount of OHA you receive fluctuates with the dollar/Euro exchange rate. The utility portion of OHA is added to the rental allowance to help defer the utilities and recurring maintenance costs. You receive the entire amount of utilities regardless of your actual utility costs. The utilities portion of your ORA is adjusted based on an annual ORA Survey.

The HSC can give you details about applying for OHA. Information on current ORA rates can be found at

<https://www.defensetravel.dod.mil/site/ohaCalc.cfm>

### **Advance OHA**

This entitlement is to pay your first month's rent and deposit. The HSC will provide you with the appropriate request form during your Pre-Contract signing. Your request will need to be signed by your Commanding Officer/Officer in Charge. PSD requires a minimum of 3 working days to process advance OHA requests.

### **MIHA**

Move in Housing Allowance (MIHA) is a one-time payment to help you pay for items such as extra cabinets, wardrobes, utility deposits (except Internet & Cable TV), electrical transformers and adapters, etc. It is not paid to occupants of on-base housing. MIHA rates also fluctuate according to the Euro.



## **COLA**

Cost of Living Allowance (COLA) is paid to all service members regardless of whether you live in government or private housing or whether on accompanied or unaccompanied orders. The amount of COLA that you receive depends on your rank, length of service, and number of family members. It is paid when the cost of living in your area is higher than in the U.S. COLA helps to pay for things you buy on the economy that are more expensive than comparable items in the United States.

The COLA index is a percentage that represents the difference between the cost of a "market basket" of goods and services in your area versus the US. For example, a COLA index of 110 means that prices in your area is 10 percent higher than in CONUS. This does not translate into a 10 percent increase in your paycheck however; because the COLA is calculated on your average spendable income-total income minus such expenses as housing, utilities, taxes, and savings.

**Important Note:** Many of these allowances fluctuate as the dollar-Euro exchange rate fluctuates, therefore your paychecks will vary quite often. You should carefully check your leave and earnings statements to make certain an error hasn't occurred. You are advised to keep a notebook and enter every expenditure you make for your home, which is covered by your OHA and URM. That way, when it is time for the annual allowance surveys, you have accurate figures.



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1754.7B  
N91

• 5 SEP 2019

NAVSUPPACT NAPLES INSTRUCTION 1754.7B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: SUPERVISION OF MINOR CHILDREN

Ref: (a) OPNAVINST 3120.32D  
(b) U.S. Navy Regulations, 1990, 0702  
(c) NAVSUPPACTNAPLESINST 5800.3B  
(d) OPNAVINST 1740.4E

Encl: (1) U.S. Naval Support Activity, Naples, Italy Child Supervision Chart

1. Purpose. To promulgate guidance and procedures for the supervision of minor children onboard all U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, installations.

2. Cancellation. NAVSUPPACTNAPLESINST 1754.7A

3. Definitions

a. Adult. Someone over 18 years of age who is responsible for the supervision of a designated child and is capable of responding within a reasonable amount of time.

b. Babysitter. Someone over 12 years of age who has been given the responsibility to supervise a child/children while the parents are temporarily away.

c. Child. A child is an unmarried person, 17 years of age or under, or one who is incapable of self-support due to mental or physical incapacity. This includes a biological child, adopted child, foster child, stepchild or ward; this excludes active duty members and spouses.

d. Minor Guest. A minor guest is a child visitor who is temporarily residing with a member of the Armed Forces, Department of Defense (DoD) civilian or family member, thereof.

e. Child Neglect. Child neglect is a lack of supervision involving inattention to a child's minimal needs for safety, food, shelter, clothing, medical/dental care, education or well-being, regardless of whether intentional or negligent. The term encompasses both acts and omissions on the part of the responsible person.

f. Supervision. Supervision is the monitoring of the child's whereabouts and activities per his/her maturity level and with regard to the child's mental and physical capabilities in order to ensure his/her safety and well-being.

5 SEP 2019

#### 4. Scope

a. This instruction is applicable to all individuals, military or civilian onboard NAVSUPPACT Naples and family members and guests, thereof. This instruction is not intended to and does not create any rights or entitlements; nor does it confer defenses in favor of any individual. It places no limits on the lawful prerogative of the Commanding Officer (CO), NAVSUPPACT Naples, Italy, or its officials. Authority to implement this policy derives from references (a) and (b).

b. Moral and legal obligations require appropriate measures to safeguard the welfare of children by ensuring they are not left unsupervised in a situation that exceeds their maturity level. Parents and guardians have primary responsibility for appropriate and adequate supervision of their minor family members and guests at all times, whether on or off base, to ensure they are safe and pose no danger to themselves, others, or the public peace by their actions.

c. Violations of this policy may lead to administrative or disciplinary action. Every effort will be made to handle alleged violations with maximum deference to parental rights. However, cases of child neglect will be referred to the appropriate chain of command, and the Family Advocacy Program, as appropriate. Military members who violate the provisions of this instruction may be prosecuted for violation of the Uniform Code of Military Justice, and may be subject to other administrative action. Civilians who violate this instruction shall be subject to administrative action as defined in reference (c).

5. Discussion. The overseas community differs from Continental United States (CONUS) military and civilian environments in many ways. In CONUS, the COs seldom become aware of minor children's misconduct through official channels, as in most cases primary responsibility for child law enforcement resides with the state. On the installations outside CONUS, the CO is responsible for safety and law enforcement. Per reference (a), it is incumbent on the CO to ensure the safety and welfare of minor children.

#### 6. Guidelines

a. To the maximum extent possible, parents and guardians are required to know the whereabouts of their children and minor guests 24 hours a day.

b. To the maximum extent possible, parents and guardians should be aware of the intended activities and schedules of their children and minor guests.

c. Parents and guardians whose children and minor guests participate in unofficial extracurricular activities or gatherings at locations other than Morale, Welfare, and Recreation (MWR) or Department of Defense Education Activity facilities are encouraged to communicate with each other to ensure adequate supervision.

5 SEP 2019

d. Defiance of base guidelines may be cause for referral to Family Advocacy, but is not necessarily considered neglectful behavior unless the alleged act or omission meets the established criteria set forth by DoD in the definitions for child neglect.

e. Participation in Italian cultural events is encouraged. However, it is recommended that parents and guardians implement reasonable safeguards, as warranted by the situation, to ensure the proper conduct, health, and safety of their children, minor dependents, and guests.

f. Parents and guardians will discourage their children and minor guests from loitering in unsupervised locations. The entire community should be vigilant of unsupervised activity of children.

7. Supervision. Primary responsibility for supervision of minor children is with the parent/guardian. Parents are responsible for the behavior, safety, and proper discipline and well-being of their children, regardless of age. A minor child violating the restrictions listed below will be detained by base security until a parent or guardian assumes custody. The following general restrictions apply to all minor children. Parents should assess their child's developmental and maturity levels, and if necessary, raise the minimum age limits listed below to ensure the safety and well-being of their child. A supervision chart can be found in enclosure (1) of this instruction. The supervision restrictions below apply to all NAVSUPPACT Naples installations:

a. Children newborn to four years of age may not be left unattended in quarters, playground areas, or outside of quarters for any length of time and shall not be left unattended in a vehicle.

b. Children ages five and six may be outside the quarters unattended with an adult/babysitter within hearing or visual contact and shall not be left in quarters without adult/babysitter supervision or in an unattended vehicle.

c. Schools and MWR youth activities have the right to enforce their own escort and supervision policies. Absent such policy, the following restrictions apply:

(1) Children ages five and younger must be escorted to and from school and other youth-related functions, as listed below, by someone who is at least nine years of age.

(2) Children ages six years and older may walk to and from school and other adult supervised activities within the fence line of any of the NAVSUPPACT Naples installations, such as ballet, gymnastics, sports practices, boy scouts, girl scouts, and other youth-related functions, without the supervision of an adult, when they have a self-release permission form on record with that specific program.

d. Children between seven and nine years of age shall not be left unattended in a car, left alone overnight, or to care for younger children, to include siblings. Children between seven and nine years of age may be:



• 5 SEP 2019

(1) Left unattended in quarters for short periods of time, not to exceed 30 minutes, with access to an adult by telephone or a neighbor close by who has knowledge that the child is unattended

(2) Unattended in public areas with an adult/babysitter within hearing or visual contact.

e. Children between ten and 15 years of age may be left unattended in quarters, playground, public areas, and outside the quarters.

f. Children over 12 may care for younger children. All children who wish to babysit are strongly encouraged to complete an American Red Cross babysitting course or CPR/First Aid course.

(1) Children under 12 years of age are not allowed to babysit, to include younger siblings.

(2) Babysitters between 12 and 13 years of age may not supervise children past 2200 and are not allowed to babysit overnight.

(3) Adolescents ages 14 and 15 years old may babysit until 2400.

g. Children age 16 years and above may be:

(1) Left unattended in quarters and all outside areas.

(2) Babysit other children to include overnight.

(3) Left in quarters when parents or guardians are on vacation or in a Temporary Assignment of Duty (TAD) status with telephone access to an adult who can provide assistance, if needed. Vacations or TAD should not exceed two weeks. A Family Care Plan must be submitted to the sponsor's command prior to departure.

h. A designated adult should be capable of responding in person within a reasonable amount of time to any child left unattended. Personality, environment, developmental progress, medical conditions, and maturity levels are factors parents must consider when determining whether children are ready to accomplish activities with little or no supervision. Parents should assess their child's maturity and, if necessary, raise the minimum age limits outlined above.

## 8. Specific Restrictions

a. Barracks. Off-limits to all children under the age of 18 years.

b. Pools. Children under 10 must be accompanied by an adult or a person authorized to babysit. Children between the ages of 10 to 17 must have the Navy Youth Swim License to be at the pool unsupervised. Swim licenses are administered by MWR lifeguards.

5 SEP 2019

c. Theaters. Per MWR policy, movie ratings shall be enforced. Children under 13 years of age must be accompanied by a parent or legal guardian to all movies. No children under 10 will be admitted to R rated movies. Children under 17 must be accompanied by a parent or guardian for admission to an R rated movie.

d. Single Parents, TAD, and Leave. Personnel in these categories are not exempt from ensuring minor children are supervised per this regulation. Members are expected to fully comply with this instruction and reference (d). Powers of Attorney are strongly recommended when leaving children with a guardian for more than 24 hours. The U.S. Navy Region Legal Services Office Europe, Africa, Central is available to draft and notarize these Powers of Attorney. Members are required to fully brief their designated caregiver on financial and logistical arrangements, location of important papers, and significant medical/dental issues.

e. Shuttle Buses. Children under 12 years of age must be accompanied by a supervising adult or a child 16 years or older. This restriction only applies to NAVSUPPACT Naples shuttle buses, and does not apply to school buses. Schools have a right to enforce their own school bus and supervision policy.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.

  
T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

5 SEP 2019

# U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, CHILD SUPERVISION CHART

Parents are responsible for the behavior, safety, proper discipline, and well-being of their children, regardless of age. Personality, environment, developmental progress, medical conditions, and maturity levels are factors parents must consider when determining whether children are ready to accomplish activities with little or no supervision. Parents should assess their child's maturity and, if necessary, raise the minimum age limits outlined below.

\* Children under 12 years of age will not babysit other children, including their siblings. Babysitters 12 to 13 years of age may supervise until 2200 but are not allowed to sit all night. Children 12 years and older are strongly encouraged to complete an American Red Cross babysitting course or CPR/First Aid Course. Adolescents 14 to 15 years old may babysit until 2400.

Age of Child	Left unattended in Quarters	Left Alone Overnight	Left Unattended in Vehicle	Babysit Others	Left Unattended in Public Areas/ Playground/ Outside of Quarters	Walk to School	Left in Quarters/ Vacation/T AD
Newborn to 4 years	NO	NO	NO	NO	NO	NO	NO
5-6 years	NO	NO	NO	NO	YES with an adult/ babysitter within hearing or visual contact	YES (6 years old)	NO
7-9 years	YES May be left alone for up to 30 minutes with access to an adult/babysitter	NO	NO	NO	YES with an adult/babysitter within hearing or visual contact	YES	NO
10-15 years	YES	NO	YES	* YES (12 years and above)	YES	YES	NO
16+ years	YES	YES with access to an adult	YES	YES	YES	YES	YES, with access to an adult and Family Care Plan



# JUST MOVED IN? NEED THE ESSENTIALS?

Take a look in the

## LOANER LOCKER



- Plates
- Bowls
- Cups
- Utensils
- Pots and Pans
- and a lot more

**FLEET AND**  
FAMILY SUPPORT CENTER







## Hero Care Network – Emergency Communication Messages (ECM) Naples Guide (Walk-ins & Calls)

The Red Cross Naples Office provides follow-up casework services overseas for Service to Armed Forces (SAF) personnel after an initial case has been assigned by the Hero Care Network. Case sources must be verified and a case number cannot be assigned until verified. So, complete and accurate information is essential. The Red Cross Case Number starts the emergency leave orders process at the local command. Red Cross does not provide any financial assistance. Navy Marine Corps Relief Society (NMCRS) does, next door. Ph#: +39-081-568-3913

ECMs are not normally initiated from Naples. That's why the **1-877-272-7337** number doesn't work on base. An **immediate family member** (usually a spouse, mother/father or brother/sister) in the Continental United States (CONUS) initiates the call to the Hero Care Network for the SAF member in Naples to return CONUS. Only valid verified emergencies are allowed and must be verified by the Red Cross Hero Care Network Center. Examples of valid emergencies are **Birth** of a Child by the Sponsor/Dependent Spouse, **Life-Threatening accident or illness** or **Death** of an Immediate family member.

### SAF Member Information Needed:

1. Name (full name) of SAF member needing to return
2. Rank/Rate & Branch of Service (Army, Navy, Air Force, Marines, Coast Guard)
3. Date of Birth
4. Last 4 digits of SSN and/or Military ID number of Military ID card
5. Base, Command & Department of SAF member & Military Unit Address (I.E. NSA Naples Capodichino, Security Office, NCTS, NCIS, etc. or JFC NATO Base & NATO Element or Naval Support Site, Naval Hospital, MVRO, DoD School, etc.)
6. Command's telephone number and 24/7 Duty Cell, POC at that Command

### CONUS Family Member Information about the Emergency Needed:

1. Full Name of Immediate Family Member experiencing the emergency
2. Nature of the emergency
3. Exact location of the critical person experiencing the emergency
4. Critically Important Notes on location: **Hospital**: The Hospital's department, Ward & Room number, Nurse Desk and phone numbers. Please don't give just the hospital's welcome desk. In case of **Death**: the exact location of the body & address(s). **Morgue** & duty cell and/or office phone #. **Funeral Home** in case the body has been moved with the 24/7 cellphone and office phone and/or any other important contact information.

# ATHOC NOTIFICATION REGISTRATION INFORMATION SHEET

## User Information

AUTHORITY: DODINST 6055.17, OPNAVINST 3440.17, CNICINST 3440.17, UFC 4-021-01, SORN 1754-4. PRINCIPAL PURPOSE(S): Computer Desktop Notification System (CDNS) serves as part of the Navy Region and Installation Mass Notification System (MNS). CDNS provides pop-up messages to the workstations attached to DoD Networks. In addition, CDNS has the capability to notify members in the database, via electronic mail and telephone, of real-world and exercise threat conditions. ROUTINE USE(S): The system utilizes primarily workstation pop-up messages for emergency alert notification but can utilize additional communications mediums based on the event severity. This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s). DISCLOSURE: Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.

1. Name (Last, First MI): \_\_\_\_\_

2. Are you a family member?

☐ YES

☐ NO

\_\_\_\_\_  
If yes, what is your Sponsor's full name?

3. Assigned Command/Agency: \_\_\_\_\_

4. Duty Location:

☐ CAPODICHINO

☐ SUPPORT SITE

☐ JFC/LAGO PATRIA

☐ GAETA

☐ ROME

☐ NAPLES (Other US Government Agency)

☐ OTHER (Specify): \_\_\_\_\_

5. Scheduled Rotation/Departure Date: \_\_\_\_\_

## REGISTRATION OF MEANS OF NOTIFICATION

### Self Service Devices

AUTHORITY: DODINST 6055.17, OPNAVINST 3440.17, CNICINST 3440.17, UFC 4-021-01, SORN 1754-4. PRINCIPAL PURPOSE(S): Computer Desktop Notification System (CDNS) serves as part of the Navy Region and Installation Mass Notification System (MNS). CDNS provides pop-up messages to the workstations attached to DoD Networks. In addition, CDNS has the capability to notify members in the database, via electronic mail and telephone, of real-world and exercise threat conditions. ROUTINE USE(S): The system utilizes primarily workstation pop-up messages for emergency alert notification but can utilize additional communications mediums based on the event severity. This can include telephonic alert message to the work, home, mobile phones and text based messages via electronic mail address and Short Message Service (SMS). Additionally, a report can be printed to document confirmation that an alert message was received by the person(s). DISCLOSURE: Disclosure is required for military and key-civilians and voluntary for non-key civilians. Failure to disclose information would result in not being notified of mission or natural disaster alert notifications.

6. LIST ALL (Duty & Personal) EMAIL ADDRESSES YOU WOULD LIKE TO RECEIVE NOTIFICATIONS

\_\_\_\_\_

7. LIST ALL LANDLINE PHONE NUMBERS YOU WOULD LIKE TO RECEIVE NOTIFICATIONS (REQUIRED PHONE NUMBER FORMAT: 011-Country Code-City Code-Local Number (example: Italy: 39), Example: 01139XXXXXXXXXX))

\_\_\_\_\_

8. LIST ALL MOBILE/CELL PHONE NUMBERS YOU WOULD LIKE TO RECEIVE VOICE AND TEXT (SMS) NOTIFICATIONS (REQUIRED PHONE NUMBER FORMAT: 011-Country Code-City Code-Local Number (example: Italy: 39), Example: 01139XXXXXXXXXX))

\_\_\_\_\_

PLEASE RETURN THE COMPLETED FORM TO THE NSA NAPLES EMERGENCY MANAGEMENT  
DIVISION VIA EMAIL TO [m-na-nsaopsemdispatch-gs@eu.navy.mil](mailto:m-na-nsaopsemdispatch-gs@eu.navy.mil)

☐ CHECK IN ☐ PG Date \_\_\_\_\_

☐ CHECK OUT Clerk Init: \_\_\_\_\_

**\*\*\*PRINT NEATLY AND LEGIBLE\*\*\***

LAST NAME: \_\_\_\_\_  
(PLEASE INCLUDE ANY DIFFERENT LAST NAMES)

FIRST NAME: \_\_\_\_\_  
(PLEASE INCLUDE ANY NICKNAMES)

RANK/GRADE SPONSOR: \_\_\_\_\_ (CHECK IN ONLY)

BRANCH OF SERVICE (Please circle one): USN USMC USA CONTRACTOR GS EMPLOYEE

**\*\*CONTRACTORS – ORDERS NEED TO STATE 6 MONTHS OR MORE FOR PSC RECEPACLE. LESS THAN 6 MONTHS CALL POSTAL OFFICER BEFORE ASSIGNING.**

PSC \_\_\_\_\_ BOX \_\_\_\_\_ FPO AE \_\_\_\_\_

DOD ID# \_\_\_\_\_ PRD: \_\_\_\_\_ (CHECK IN ONLY) SPONSOR

FAMILY MEMBER NAMES: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ (CHECK IN ONLY)

EMAIL ADDRESS: \_\_\_\_\_ (CHECK IN ONLY)

FORWARDING ADDRESS: \_\_\_\_\_ (CHECK OUT ONLY)

"FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties."

**For Post Office Use**

- ☐ PSC Receptacle opened/closed (DD 2262). Init: \_\_\_\_\_
- ☐ Shelves checked for packages on hand. Init: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Information added/removed SST/AMPS/Excel Spreadsheet. Init: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ PBIL Website verified Init: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Packages moved from PG shelf to delivery shelf Init: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ Checked by Postal Officer/CPO or assigned postal clerk:

[Type here]  
November 2023

## PSC MAILBOX AGREEMENT

(REV. 26FEB2017)

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I, (Print Last, First, MI)

---

Understand that my personal mail receptacle privileges are contingent as following:

- A.) Personal receptacles will be issued only to personnel billeted to Naples, Italy and assigned to an eligible UIC. Upon issue, the member's orders and valid identification (ID) will be provided for verification of eligibility. One copy of the member's PSC Mailbox Agreement will be kept on file at the main post office where the PSC Mail box is located and properly disposed upon PCS of the command.
- B.) If at any time it is discovered that a mailbox has been improperly issued, or the box holder is otherwise not entitled to mailbox (e.g. possibly due to PCS transfer of the box holder from Naples, Italy to another local command) the box holder shall be given five days (5) notice to vacate the box and register for mail forwarding service to a new address.
- C.) If at any time mail is unclaimed after thirty (30) days, the FPO will close the receptacle and return all mail to the sender endorsed "UNCLAIMED". **As per the DOD 4525.6M**
- D.) In the event that a mailbox appears to be unused or abandoned, the Postal Officer shall order the box closed. A letter will be sent to the service member notifying him/her of the closure via their command.
- E.) In the event that a box holder is unable to pick up their mail on a regular basis, **PS FORM 3801 (STANDING DELIVERY ORDER)** must be filled out and kept on file at the NSA CAPODICHINO post office authorizing an agent to pick up the mail in order to prevent over-accumulation. Positive identification (ID) will be required for delivery.
- F.) In the event that a box holder is absent (deployed/TAD/on leave) for seven or more days and authorized dependents/agents are not able to pick up mail in the box holders absence, **DD FORM 2258** must be filled out and kept on file at the NSA CAPODICHINO post office indicating the duration of the member's absence and instructions for the disposition of the member's mail during that time.  
**FAILURE TO DO SO MAY RESULT IN THE RETURN OF ACCOUNTABLE MAIL TO THE SENDER**
- G.) Personal assigned boxes will not allow other personnel other than authorized dependents to use the mailbox number for correspondence. This restriction includes visiting friends and family who are not legal/authorized dependents of the service member or box holder. **IAW ref DOD 4525.6M** states that violations of this restriction could result in appropriate legal action, a 90-day notice of mailbox closure, and termination of Military Postal Service (MPS) privileges.
- H.) **DOD 4525.6M APPENDIX 1** applies: Approval of MPS privileges for agencies, departments, units or individuals, whether or not they have full or any form of limited MPO privileges, unless otherwise specifically stated, does not extend to the receipt of, or mailing at an MPO, of any items intended for resale. This prohibition applies whether sale is authorized MPS users or not, regardless of the beneficiary of the proceeds (i.e. charitable organizations or non-appropriated welfare fund activities).
- I.) Each mailbox has a combination lock, NSA CAPODICHINO post office will retain a file of the mail box combination and one will be issued by an authorized postal clerk to the future box holder. Once issued it is the responsibility of the box holder to maintain control of their combination numbers. If for some reason the combination numbers are forgotten, the NSA CAPODICHINO post office will provide the combination numbers to the box holder. If the mailbox holder PCS or longer here, the mailbox will be close for a year with a new combination numbers for future box holders.

[Type here]

November 2023

## Hours of Operation

**\*\*\*OPEN 24 HOURS\*\*\***

**Emergency Department**  
**Inpatient Ward**

**Outpatient Clinics**

**Support Site & Capodichino Clinics**

Monday – Friday 0800 - 1600

Tuesday 0800 - 1200

Closed weekends & U.S. National Holidays

**Dental Clinics**

**Support Site & Capodichino Clinics**

Mon – Fri: 0800 - 1600

Closed weekends & U.S. National Holidays

**Pharmacy Hours**

**Support Site**

Mon-Fri: 0800 - 1700

Tuesday: 0800 - 1400

\*Sat/Sun/Federal Holidays: 1300 - 1600

\*For refill pickup ONLY that are already checked by a pharmacist.

**BHC Capodichino**

Mon – Fri: 0800 - 1600

Tuesday: 0800 - 1200

Sat/Sun/Federal Holidays: Closed

**European Nurse Advice Line**

800-979-721

## Emergencies

**Off-Base:** IF you do not speak Italian call:

**+39-081-568-4911**, dispatch will assist.

**\*\*USNH ambulances do NOT operate off-base\*\***

- **118** is the Italian Emergency Number, only speak Italian.

**On-Base:** dial **911** or **+39-081-568-4911**

**International SOS (Tricare):**

**+44-20-8762-8133**

**+44-20-8762-8384**

- No pre-authorization needed for emergency care
- Keep all receipts and documentation
- Notify your PCM as soon as possible

**Dental Emergency Care:** Walk-in appointments for acute dental issues consisting of pain and infection are available Monday-Friday from 0800-0930 for all eligible beneficiaries or visit the ER during weekends and holidays.

**COVID 19 Testing:**

0900 - 1000, Results available at 1200.

For non-emergent help off base, speaks English.

India 7 Support Site: +39-081-568-5549

India 7 Capodichino: +39 -081-811-4851

## USNH Naples, Italy



### *Care Locations*

*U.S. Naval Hospital Naples, Support Site*

*Branch Health Clinic, Capodichino*

*Fleet Liaison Det. Landstuhl, Germany*

*Preferred Provider Network, Naples area*



**"We Keep Warfighter in the Fight"**

## Access to Care

### Priority for care:

- 1) Active Duty
- 2) Active Duty Family Members

~Members are screened prior to arrival to ensure healthcare needs can be met.

### Space-Available

- 3) DoD Civilian/Contractors
- 3) Retirees & their Dependents
- 3) Active Duty NATO
- 3) Active Duty NATO Family Members

~Members are unscreened prior to arrival. Services needed not available at the hospital must be found on the economy.

### All Others/non-DoD:

#### On-Site Emergency Care Only

~Examples include: visiting family members, personnel sponsored on base, etc.

#### Tricare Beneficiary Services

Griselda Green

DSN: 629-6330

+39-081-811-6330

#### Central Appointment Line:

DSN: 629-6000

+39 081-811-6000

Option 2 for English;

Option 2 for Appointments;

Option 1 for NSA, 2 for CAPO, 3 for specialty & dental

#### Dental Clinic

DSN: 314-629-6007/8

+39 081-811-6007/8

~Routine Dental services are only available for Active Duty and Active Duty family members. All others are encouraged to find dental care on the economy.

## Medical Services Available

Family Medicine

Nutrition Services

Internal Medicine

Laboratory

Mental Health & Substance Abuse

Radiology

Medical Readiness

\*\*Dermatology

Immunizations

\*\*Urology

Health Promotions & Wellness

\*\*Podiatry

Physical Therapy

Surgery

Anesthesia

Occupational Health

Multi-Service Ward

Travel Medicine

Urgent & Emergency Care

Ear, Nose & Throat

Orthopedics

Pastoral Care

Case Management

Pharmacy

Women's Health & Pregnancy

Children's Educational & Intervention Services

Men's Health

Optometry

Ophthalmology

Audiology

General Dentistry

Pediatric Dentistry

Oral surgery

Periodontics

Endodontics

Prosthodontics

Orthodontics

\*\*Services available on a quarterly basis only\*\*

## Patient Billing

U.S. civilian employees, government contract employees, NATO partners, and other individuals who are not eligible for Tricare and receive care in a U.S. Military Treatment Facility.

The U.S. Naval Hospital Naples or its branch clinic **cannot** give you upfront cost estimates of the care received.

### **How does U.S. Naval Hospital Naples invoice pay patients?**

Following a visit to our facility, details of the encounter are coded into an electronic record. Codes are determined and billed in accordance with the Assistant Secretary of Defense billing rates. After the bill is generated, it is entered into the U. S. Department of Treasury Centralized Receivables Service (CRS) for invoicing. Within 24 hours of the bill being uploaded into CRS the bill will be electronically sent to the insurer on file with the Uniformed Business Officer (UBO) at the hospital.

Military Treatment Facilities do not maintain contractual relationships with insurance companies, so it is important that patients work directly with their insurer to discuss costs of their healthcare invoices.

If your Health Insurance is requesting additional information about your hospital visit, please visit the UBO office and we will assist you.

UBO office

(Ground Floor, Next to the Quarter Deck)

DSN: 314-629-6510/6129/6974

Comm: +39-081-811-6510/6129/6974

Office Hours: Mon & Wed- Fri 0700 - 1600

Tues: 0700 - 1300

[usn.naples.navhosnnaplesit.list.nhnap-ubo@mail.mil](mailto:usn.naples.navhosnnaplesit.list.nhnap-ubo@mail.mil)

## Hours of Operation

**TRICARE Service Center Naples**  
Location: USNH Naples, RM 1310  
Monday-Friday: 0730-1600

### US NAVAL HOSPITAL NAPLES

Location: Support Site

#### **Primary Care Clinics**

Mon/Wed/Thu/Fri 0730-1600  
Tuesday 0730-1200

For Appointments:

**COMM: 081-811-6000 DSN: 629-6000**

#### **USNH Dental Clinic**

Mon/Wed/Thu/Fri 0730-1600  
Tuesday 0730-1145  
Sick Call 0800-0930

For Appointments:

**COMM: 081-811-6007/8 DSN: 629-6007/8**

#### **USNH Pharmacy**

Monday—Wednesday & Friday 0800-1700  
Thursday 0800-1400  
Sat\*/Sun\*/Holidays\* 1300-1600  
\*Refill pick up only

### BRANCH HEALTH CLINIC CAPODICHINO

Location: Capodichino, Bldg. 457

#### **Primary Care Clinics**

Mon/Wed/Thu/Fri 0730-1600  
Tuesday 0730-1145

For Appointments:

**COMM: 081-568-4786 DSN: 626-4786**

#### **Branch Dental Clinic**

Mon/Wed/Thu/Fri 0730-1600  
Tuesday 0730-1130

For Appointments:

**COMM: 081-568-4644 DSN: 626-4644**



#### mailing address

**US Naval Hospital Naples**  
(attn. TRICARE Operations)  
PSC 808 Box 19  
FPO AE 09618

COMM phone: 081-811-6330  
DSN: 629-6330



## TRICARE Service Center Naples



*"The information you need, to get the health care you deserve."*



## US Naval Hospital Naples





## TRICARE Service Center Naples U.S. Naval Hospital Naples Italy

### TRICARE / Managed Care Representatives

#### Beneficiary Service Representative

COMM: 081-811-6330

DSN: 629-6330

- ♦ Enrollments / disenrollments & PCM changes
- ♦ Verification of beneficiary coverage
- ♦ Assists with TRICARE-related PCS information
- ♦ TRICARE briefings

#### Health Benefits Advisors / Preferred Provider Network (PPN) / Claims

Gina Andreana  
COMM: 081-811-4132  
DSN: 629-4132

Raffaele Esposito  
COMM: 081-811-4141  
DSN: 629-4141

Marina Tavano  
COMM: 081-811-6331  
DSN: 629-6331

Pasquale De Rosa  
COMM: 081-811-6212  
DSN: 629-6212

Maurizio D'Aria  
COMM: 081-811-6636  
DSN: 629-6636

- ♦ Assist with all aspects of PPN referrals & visits
- ♦ Managed Care Relations Representative
- ♦ Claims Processing

### Emergency Response Numbers

**ON-BASE: 081-568-4911**

**OFF-BASE: 118**

### Nurse Advice Line

Stateside Registered Nurse  
available to provide healthcare advice

**+1 (800) 874-2273 (opt. 1)**

Country-Specific Toll Free (Italy)

**(800) 979-721**

URL: <https://mhsnurseadvice.com/home>

24 hours a day / 7 days a week

### DEERS & TRICARE Eligibility

Remember to verify and update DEERS  
**ANNUALLY** or when you have a change in:

- ♦ Military Career Status (i.e., rank or retirement)
- ♦ Activation (Guard/Reserve)
- ♦ Change of Address
- ♦ Marriage or Divorce
- ♦ Birth or Adoption
- ♦ Full-time Student Age 21 – 23
- ♦ Death of dependent family member

**Contact your local ID Card facility @**

**COMM: 081-568-4390**

**DSN: 626-4390**

### TRICARE Websites

#### TRICARE Overseas

<http://www.tricare-overseas.com>

- ♦ Managed by International SOS (ISOS)
- ♦ Beneficiary programs available in Europe
- ♦ TRICARE Overseas Fact Sheets
- ♦ Find Preferred Providers
- ♦ **ISOS Eurasia/Africa Service Center**  
**+44 (208) 762-8384 or Toll Free +1 (877) 678-1207**

#### TRICARE (CONUS)

<http://www.tricare.mil>

- ♦ Beneficiary Programs available by Region
- ♦ TRICARE Fact Sheets
- ♦ Find Providers
- ♦ Enrollment/Disenrollment Forms & Information
- ♦ Military Treatment Facility & TRICARE Service Center  
Contact Information
- ♦ Claims Processing Information

#### TRICARE Dental

<http://www.tricare.mil/coveredservices/dental>

- ♦ Eligibility & Benefits
- ♦ Find Dental Providers
- ♦ Online Enrollment/Disenrollment
- ♦ Claim Forms & Process
- ♦ **1-844-653-4060**

#### TRICARE Pharmacy Program

<https://www.express-scripts.com/tricare>

- ♦ Registration Forms
- ♦ Order Refill
- ♦ Check status of order

#### Mil Connect

<https://www.dmdc.osd.mil/milconnect>

#### USNH Naples

<http://www.med.navy.mil/sites/napoli>



- The following TRICARE forms:
  - a) **Consent for Release of Information** (one per beneficiary), and
  - b) **DD2876** (one per family, unless you have more than three dependents)
 are for **Active-Duty Service Members and their Dependents only**.
- Please complete the forms carefully and turn it in to the TRICARE Representative along with a **copy of orders**.

If family members are arriving later, please do not include them in the enrollment form. Contact the TRICARE Enrollment office upon their arrival.

- Active-Duty personnel stationed in Gaeta, Rome, etc., call TRICARE Eurasia at the number provided below and enroll on TRICARE Prime Remote Overseas.
- Military retirees must transfer their benefits overseas also by calling TRICARE Eurasia.

For any TRICARE related questions, please visit our office at the hospital (Room 1310), located on the ground floor next to the Medical Records window.

- ALL OTHERS (GS, Contractors) must register with the hospital's Patient Administration office to receive medical care (Room 1322)

#### **TRICARE contact information:**

##### **Local Tricare assistance**

TRICARE Office Naples

USNH (NMRTC) Naples, Room 1310

DSN: 629-6330

COMM: 081-811-6330

##### **Retirees & Claims assistance**

TRICARE EURASIA-AFRICA

+ 44-20-8762-8384 (overseas)

1-877- 678-1207 (stateside)

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



**MYCARE**<sup>™</sup>  
OVERSEAS



International SOS is honored to continue in our role as the TRICARE Overseas Program (TOP) contractor. We understand that many of our beneficiaries may be deployed or accompanying a sponsor overseas for the first time. As a result, you may be experiencing new languages, assimilating to new cultures, or even learning to navigate new street signs. All of this can be a daunting experience, especially when you first arrive to your Duty Station.

International SOS is committed to providing easy-to-access, high quality health care services, and putting your experience of care at the forefront of all that we do. To this end, International SOS is excited to introduce **MyCare Overseas™** — a secure and user-friendly Beneficiary Mobile App and web-based Portal that will enhance your health care experience.

**MyCare Overseas™** is a self-service tool that offers easy access to our services, including checking your TRICARE Health Plan, verifying TRICARE covered services, and accessing other reliable sources of information.



## FEATURES

Innovative Self-Service Features to Help Improve Your Patient Experience



### 24/7 Assistance

Quick access to the local Near Patient Team\*, the Global First Call Desk, the Beneficiary Support Center, and Technical Support.



### Chat

Access to a self-service ChatBot for immediate answers to FAQs and if needed, a direct link to chat with the Beneficiary Support Center.



### My Appointments & Referrals

Keep track of your appointments and view provider contact details. Easy check of referral status and issued authorizations.



### Healthcare Finder

Intuitive search tool which assists you in finding a TOP Network Provider.



### Country Information

Useful country information such as emergency numbers, medical risk ratings and cultural tips.



### My Medical Translations

Submit request for Medical Records Translations and download translated documents. **Note:** Applicable for TOP Prime and TOP Prime Remote ONLY.



### Translation Help

Local language support via Microsoft Translate or easily connecting with real-time telephonic language assistance.



### My Plan & Claims

Easy check of TRICARE Health Plan enrollment as well as useful links to TRICARE covered services and a direct link to the TOP Beneficiary Secure Claims Portal.

*\*International SOS' Near Patient Teams are available in Germany, Benelux (Belgium, Netherlands, Luxembourg), Italy, Spain, Greece, Poland, Bahrain, South Korea, and Japan.*

## DOWNLOAD NOW

SPREAD THE WORD

Scan the QR code (to the right) or click on the App Store or Google Play buttons to download the new MyCare Overseas™ Beneficiary App!



*MyCare Overseas™ is a registered trademark of International SOS Government Services, Inc. All rights reserved.  
TRICARE is a registered trademark of the Department of Defense, Defense Health Agency. All rights reserved.*

**WORLDWIDE REACH.  
HUMAN TOUCH.**

International SOS administers the TRICARE Overseas Program (TOP) benefit.  
[www.TRICARE-overseas.com](http://www.TRICARE-overseas.com)  
[www.TRICARE.mil](http://www.TRICARE.mil)



**MYCARE**  
OVERSEAS



## SUPPORTING THE PATIENT JOURNEY

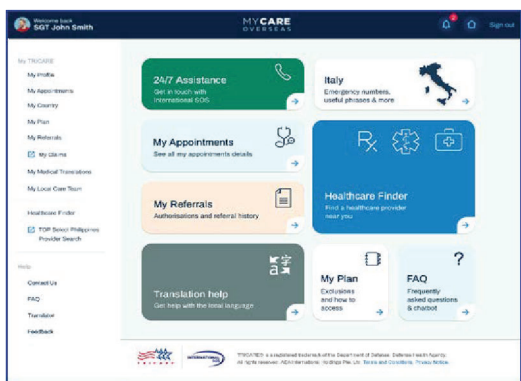
The **MyCare Overseas™** Beneficiary App and Portal was developed based on actual feedback from TRICARE beneficiaries to address pain points, personal needs, and frustrations that may occur when trying to access health care overseas. This results in quicker access to clinical and non-clinical professionals who are dedicated to helping beneficiaries navigate their overseas health care experience.

## ACCESSING MYCARE OVERSEAS™ BENEFICIARY APP AND PORTAL

To access the **MyCare Overseas™** Beneficiary App and Portal, simply download the app onto your mobile device and register. This provides secure access to all relevant information and timely notifications, for the best experience of care.

The **MyCare Overseas™** Beneficiary App and Portal is the entry point for all TRICARE Overseas health care services and streamlines access to a convenient, easy-to-use application. This means TOP beneficiaries are empowered to get the information they need when they need it. Beneficiaries can fill out an important Episode of Care feedback form, set up reminders about upcoming medical appointments, access and download International SOS authorizations, locate health care facilities on a map, access translation assistance, or obtain help with follow-on care or other medical instructions.

**Scan the QR code below or click on the App Store or Google Play buttons to download the new MyCare Overseas™ Beneficiary App!**



Alternatively, to access the new **MyCare Overseas™** web-based Portal using your personal computer or laptop, visit  
<https://top.internationalsos.com/beneficiary!>

Revised September 2021

**WORLDWIDE REACH.  
HUMAN TOUCH.**

International SOS administers the TRICARE Overseas Program (TOP) benefit.  
[www.TRICARE-overseas.com](http://www.TRICARE-overseas.com)  
[www.TRICARE.mil](http://www.TRICARE.mil)



## CONSENT FOR RELEASE OF MEDICAL INFORMATION FORM

THIS FORM IS FOR INTERNAL USE BY THE INTERNATIONAL SOS GROUP OF COMPANIES

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1079 and 1086, 32 U.S.C. Chapter 17; 32 CFR 199.17; 45 CFR Parts 160 and 164, Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To obtain information necessary for the processing of requirements and benefits related to the TRICARE Overseas Program (TOP), including but not limited to medical management, your medical related claims, and proper updates of your medical record.

**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records may specifically be disclosed outside the Department of Defense as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: to the Departments of Health and Human Services, Homeland Security, and Veterans Affairs, and to other Federal, State, local, or foreign government agencies, and to private business entities, including entities under contract with the Department of Defense and individual providers of care, on matters relating to eligibility, claims pricing and payment, fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits, and civil or criminal litigation.

**DISCLOSURE:** Voluntary; however, failure to provide consent may result in the inability of International SOS to provide the full range of services and benefits under the TOP.

## BENEFICIARY DETAILS:

Beneficiary First Name:	Beneficiary Last Name:
Beneficiary Date of Birth:	DoD Benefits Number (DBN):
Beneficiary Phone Number:	Beneficiary Email Address:

## Section is to be signed by TRICARE Beneficiaries ONLY

## RELEASE OF MEDICAL INFORMATION

International SOS Government Services, Inc. and its affiliated entities (International SOS) is a data processor on behalf of the Defense Health Agency (DHA) of your personal data. You may contact International SOS at any of its locations or methods as identified on <http://www.tricare-overseas.com> or in the footer below. Your personal data will be used for the following purposes:

1. Collection of medical record to load into the United States (U.S.) Government system of record for TRICARE beneficiaries.
2. Translation of medical records to support your continued health care and maintenance of your medical record in the U.S. system of record.
3. Case Management, utilization management, and other medical management activities required under the TRICARE benefit.
4. Claims inquiries and processing in accordance with the TRICARE benefit.

The categories of personal data you are being asked to consent to International SOS' collection and use are your name, address, email address, telephone number, DoD Benefits Number (DBN), Social Security Number, and Personal Health Information. International SOS will share this information on an as needed and required basis with the DHA, the cognizant Military Treatment Facility, third-party medical translation vendors and/or Wisconsin Physician Services Insurance Corporation.

Your personal data will be transferred out of the European Union or other locality you are in and sent to the entities referenced above which are in the U.S. or on U.S. soil. Your personal data will be processed and stored in accordance with U.S., EU, and other applicable laws and record retention requirements applicable to International SOS.

Under our processes and these laws, you have the right to request access to, rectify, erase and restrict the processing of your personal data. You also have the right to revoke this consent to use your personal data. If you feel International SOS has violated your rights under a cognizant privacy regulation, you have the right to file a complaint with the appropriate supervisory authority.

I consent to International SOS using my personal data for the purposes described in this notice and understand that I can withdraw my consent at any time. This consent authorization shall be in force and effect until two (2) years from the date of execution at which time this authorization expires.

☐ I consent☐ I do not consent

Signature of Beneficiary or Legally Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Name and Relationship of Legally Authorized Representative to Patient \_\_\_\_\_

Address of the Beneficiary or Legally Authorized Representative \_\_\_\_\_

**Note:** If the beneficiary is considered a minor, their legal or authorized representative [the parent/s entitled to custody or guardian, and for adults the person in charge or designee] must sign on behalf of the beneficiary.

August 2021

**SPONSOR'S SSN/DBN:****TRICARE PRIME OPTION DESIRED:**

- ☐ **TRICARE Prime:** Active duty service members have to enroll in TRICARE Prime. (Enrollment is not automatic.)
- ☐ **TRICARE Prime Remote:** If eligible, you may be enrolled in TRICARE Prime Remote or TRICARE Prime Remote for Active Duty Family Members.
- ☐ **TRICARE Overseas Program Prime:** Family members must be command sponsored and meet specific enrollment criteria of the overseas area. If eligible, you may be enrolled in TRICARE Overseas Program Prime Remote. Retirees are not eligible for TRICARE Overseas Program Prime.
- ☐ **Uniformed Services Family Health Plan (USFHP):** Available in six locations. Submit the completed Enrollment Application to the USFHP address listed on Page 1. For the service area descriptions and telephone numbers for questions, please visit the TRICARE website at [www.tricare.mil/usfhp](http://www.tricare.mil/usfhp).

**SECTION I - SPONSOR INFORMATION****1. SPONSOR'S NAME** (Last, First, Middle Initial) (Must match DEERS)**2. SPONSOR'S SOCIAL SECURITY NUMBER (SSN)** (XXX-XX-XXXX) or DoD BENEFITS NUMBER (DBN) (XXXXXXXXXX-XX)**3. SPONSOR IS:** (X one) ☐ Active Duty ☐ Retired ☐ Deceased (Go to Section II.) ☐ Unremarried Former Spouse**4. SPONSOR'S TELEPHONE NUMBER** (Include Area Code)

a. WORK:

c. CELL:

b. HOME:

**5. SPONSOR'S E-MAIL ADDRESS****6. SPONSOR'S DATE OF BIRTH** (YYYYMMDD)**7. SPONSOR'S RESIDENCE ADDRESS** (Street, Apartment No., City, State, ZIP Code, Country)☐ New**8. SPONSOR'S MAILING ADDRESS** (Provide APO or FPO if stationed overseas)☐ Same as residence☐ New**9. SPONSOR'S MILITARY ASSIGNMENT**

a. UNIT

c. PLEASE ENTER: Capodichino or Support Site or JFC

**b. UNIT IDENTIFICATION CODE (UIC)** (If known)**10. SPONSOR'S REQUESTED ACTION** (X one)☐ None (go to Section II) ☐ Enroll ☐ Transfer Enrollment ☐ PCM Change ☐ ~~Re~~enroll (Non-AD only)

Effective Date Requested: \_\_\_\_\_ Date of arrival in Italy

**11. SPONSOR'S PCM PREFERENCE** (Please list your first and second choices below. PCM assignment depends upon availability and your uniformed service guidelines. Review PCM options online or call your Regional Contractor, preferred MTF, or USFHP member services (non-active duty only) for availability of PCMs.)

a. 1st CHOICE

☐ MTF ☐ PRP (ADSM)  
☐ Civilian

FULL NAME or MTF/CLINIC

Date of Entry into Italy: \_\_\_\_\_

b. 2nd CHOICE

☐ MTF  
☐ Civilian

FULL NAME or MTF/CLINIC

c. PCM SPECIALTY

☐ No Preference☐ Family/General Practice☐ Internal Medicine☐ Flight Medicine

d. PREFERRED PCM GENDER

☐ No Preference☐ Male☐ Female

## SPONSOR'S SSN/DBN:

## SECTION II - ENROLLING FAMILY MEMBER INFORMATION OR PCM CHANGE (Use additional copies of this page as necessary)

12.a. FAMILY MEMBER NAME (Last, First, Middle Initial) (Must match DEERS)

b. DATE OF BIRTH (YYYYMMDD)

c. REQUESTED ACTION: ☐ Enroll ☐ Transfer Enrollment ☐ PCM Change ☐ Disenroll Effective Date Requested: \_\_\_\_\_

## d. RESIDENCE AND MAILING ADDRESS

(Provide address, with ZIP Code and Country, if different from Sponsor)

☐ Same as Sponsor ☐ New

## e. TELEPHONE NUMBER (Include Area Code)

(1) WORK: (2) HOME: (3) CELL:

## f. E-MAIL ADDRESS

g. PCM PREFERENCE (Please list your first and second choices below. PCM assignment depends upon availability and uniformed service guidelines. Review PCM options online or call your Regional Contractor or USFHP customer services for availability of PCMs.)

(1) 1st CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINIC(2) 2nd CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINICh. PCM SPECIALTY ☐ No Preference ☐ Family/General Practice ☐ Internal Medicine ☐ Pediatrics ☐ Flight Medicinei. PREFERRED PCM GENDER ☐ No Preference ☐ Male ☒ Female

13.a. FAMILY MEMBER NAME (Last, First, Middle Initial) (Must match DEERS)

b. DATE OF BIRTH (YYYYMMDD)

c. REQUESTED ACTION: ☐ Enroll ☐ Transfer Enrollment ☐ PCM Change ☐ Disenroll Effective Date Requested: \_\_\_\_\_

## d. RESIDENCE AND MAILING ADDRESS

(Provide address, with ZIP Code and Country, if different from Sponsor)

☐ Same as Sponsor ☐ New

## e. TELEPHONE NUMBER (Include Area Code)

(1) WORK: (2) HOME: (3) CELL:

## f. E-MAIL ADDRESS

g. PCM PREFERENCE (Please list your first and second choices below. PCM assignment depends upon availability and uniformed service guidelines. Review PCM options online or call your Regional Contractor or USFHP customer services for availability of PCMs.)

(1) 1st CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINIC(2) 2nd CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINICh. PCM SPECIALTY ☐ No Preference ☐ Family/General Practice ☐ Internal Medicine ☐ Pediatrics ☐ Flight Medicinei. PREFERRED PCM GENDER ☐ No Preference ☐ Male ☒ Female

14.a. FAMILY MEMBER NAME (Last, First, Middle Initial) (Must match DEERS)

b. DATE OF BIRTH (YYYYMMDD)

c. REQUESTED ACTION: ☐ Enroll ☐ Transfer Enrollment ☐ PCM Change ☐ Disenroll Effective Date Requested: \_\_\_\_\_

## d. RESIDENCE AND MAILING ADDRESS

(Provide address, with ZIP Code and Country, if different from Sponsor)

☐ Same as Sponsor ☐ New

## e. TELEPHONE NUMBER (Include Area Code)

(1) WORK: (2) HOME: (3) CELL:

## f. E-MAIL ADDRESS

g. PCM PREFERENCE (Please list your first and second choices below. PCM assignment depends upon availability and uniformed service guidelines. Review PCM options online or call your Regional Contractor or USFHP customer services for availability of PCMs.)

(1) 1st CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINIC(2) 2nd CHOICE ☐ MTF ☐ Civilian ☐ Same as Sponsor FULL NAME or MTF/CLINICh. PCM SPECIALTY ☐ No Preference ☐ Family/General Practice ☐ Internal Medicine ☐ Pediatrics ☐ Flight Medicinei. PREFERRED PCM GENDER ☐ No Preference ☐ Male ☐ Female



SPONSOR'S SSN/DBN:

**SECTION III - REASON FOR DISENROLLMENT OR PCM CHANGE**

(Complete if disenrolling or making a PCM change)

Name of Family Member:	<input type="checkbox"/> Relocation <input type="checkbox"/> Dissatisfied <input type="checkbox"/> PCS <input type="checkbox"/> Other: _____
Name of Family Member:	<input type="checkbox"/> Relocation <input type="checkbox"/> Dissatisfied <input type="checkbox"/> PCS <input type="checkbox"/> Other: _____
Name of Family Member:	<input type="checkbox"/> Relocation <input type="checkbox"/> Dissatisfied <input type="checkbox"/> PCS <input type="checkbox"/> Other: _____
Name of Family Member:	<input type="checkbox"/> Relocation <input type="checkbox"/> Dissatisfied <input type="checkbox"/> PCS <input type="checkbox"/> Other: _____

**SECTION IV - OTHER HEALTH INSURANCE**

**PLEASE IDENTIFY IF ANYONE IS CURRENTLY COVERED BY OTHER HEALTH INSURANCE.**

☐ TRICARE Supplement (no other information is needed)

☐ Medical Insurance: Person(s) Covered: \_\_\_\_\_  
Policy Holder Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

☐ Dental Insurance: Person(s) Covered: \_\_\_\_\_  
Policy Holder Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

☐ Vision Insurance: Person(s) Covered: \_\_\_\_\_  
Policy Holder Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

☐ Prescription Insurance: Person(s) Covered: \_\_\_\_\_  
Policy Holder Name: \_\_\_\_\_ Carrier Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_

**SECTION V - ACCESS WAIVER AND SIGNATURE (REQUIRED)**

☐ (X if waiving drive time) If my selected or assigned Primary Care Manager (PCM) is greater than a 30 minute drive-time from my residence, or if I reside outside the Prime Service Area, I hereby waive the drive time standards of thirty minutes for primary care and one hour for specialty care

I understand if I selected a PCM by name, team, or location (MTF or civilian), TRICARE will enroll me with that PCM subject to PCM availability and uniformed services policy. I understand that it is my responsibility to comply with all TRICARE Prime, TRICARE Prime Remote, TRICARE Overseas Program Prime, and/or USFHP policies and procedures. By signing this form, I certify the information provided is true, accurate and complete. Federal funds are involved in this program and any false claims, statements, comments, or concealment of a material fact may be subject to fine and/or imprisonment under applicable Federal law.

<b>1. SIGNATURE OF SPONSOR, SPOUSE, OR OTHER LEGAL GUARDIAN OF BENEFICIARY</b>	<b>2. RELATIONSHIP TO SPONSOR</b>	<b>3. DATE SIGNED (YYYYMMDD)</b>

**ENROLLMENT NOTE:** Prime enrollment start dates are based primarily on the 20th of the month rule (applications received on/before the 20th of the month are effective the first calendar day of the next month). You should confirm enrollment and PCM assignment before obtaining routine medical care. (Note: This does not apply to TRICARE Overseas Prime or to active duty service members.)

**DISENROLLMENT NOTE:** In some cases, you may not be able to re-enroll in TRICARE Prime for a 12-month period from the date of the disenrollment. This one year period does not apply to any family member whose sponsor is in grade E-1 to E-4.

**PAYMENT OPTIONS:** See Section VI on next page.





## What to Bring

In most Italian public medical facilities, the patient is expected to provide some, if not all, of their personal care articles. Listed below are just some of the items you may want to bring yourself or have someone bring to you.

- ◆ Night & lounging garments
  - ◆ Slippers
  - ◆ Toothbrush/toothpaste
  - ◆ Towels & wash cloths
  - ◆ Soap/shampoo
  - ◆ Hand sanitizer
  - ◆ Sanitary products & wipes
  - ◆ Tissues
  - ◆ Bottled water
  - ◆ Comb/brush
  - ◆ Memo pad for note taking
  - ◆ Euro
  - ◆ Personal cell phone and 220 volt charger
- \*Please note: Wi-Fi is typically not offered in most facilities.

We recommend you bring a personal cell phone as the phones in the room are for room to room service only; minimize bringing valuable personal items. Most facilities also have a small store on site where you or your family can purchase/replenish many of these items. Keep in mind COVID-19 facility restrictions may affect this availability.

## Useful Common Phrases

### Hello

*a salve*

### Good morning

*Boun giorno*

### Good evening

*Buona sera*

### Thank you

*Grazie*

### Please

*Per favore*

### Can you call the Doctor?

*Puo' chiamare il dottore?*

### When will the doctor be available?

*Quando sara' disponibile il dottore?*

## Useful Common Phrases Cont.

### I have a headache.

*Ho mal di testa.*

### I have nausea.

*Ho la nausea.*

### My chest hurts.

*Ho mal al petto.*

### My stomach hurts.

*Mi fa male lo stomaco.*

### Can I get a translator?

*Puo' chiamare un interprete?*

### May I have something for the pain?

*Posso avere qualcosa per il dolore?*

### I need to go to the bathroom.

*Devo andare al bagno.*

### How long before the test?

*Quando faro' l' esame?*

### Can I have some water?

*Posso avere un po d' acqua?*

### Can I have something to eat?

*Posso avere qualcosa da mangiare?*

### May I have the menu, please?

*Posso ave il menu?*

### Do you have another one?

*Avete un' altro?*

### I don't know how to use it.

*Non so come usarlo.*

### Can you call my family?

*Puo' chiamare la mia famiglia?*

### Can I access the internet here?

*Posso accedere a internet qui?*

### When will I be discharged?

*Quando saro' dimesso?*



## Navigating the Italian Healthcare System

### Contact Information:

**Emergency:** 081- 568-4911 (Off Base)  
911 (On Base)

**USNH  
Naples/Communication  
Center:** 081-811-6155

**Patient liaison/  
Referral Management  
Room 1319 (For Non-  
Prime beneficiaries ):** 335-123-7424 (duty cell)

**TRICARE International  
SOS (Intl SOS)  
Near Patient Team  
(For TRICARE Prime/  
beneficiaries)** 800-928-033 (on-call)  
Regional Call Center  
+44-20-8762-8384 or  
1-877-678-1207 (stateside)

**Case Manager:** 331-697-0366

## Hospital Admission

Admission to any hospital, no matter the location can be a cause for concern and source of stress and anxiety. When that admission takes place in a foreign country it can easily double the amount of stress and place an unneeded burden on the patient and their family. The goal of U.S. Naval Hospital (USNH) Naples is to provide you and your family with guidance and assistance you may need throughout the hospitalization experience in the Italian facility.

## USNH Naples Capabilities

While we pride ourselves in the ability to provide our beneficiaries with a quality healthcare program, there are limitations on certain types of available services (i.e. cardiology, dermatology, high-risk OB) and in our ability to treat the most severe cases of certain types of injuries. For these reasons TRICARE Europe has established written agreements with local Italian Healthcare providers and medical facilities to ensure the more complex needs of our patients can still be met without the need for leaving the area. Apart from the cultural differences, Italian facilities offer a similar quality of care which you might find in the American healthcare system.

## Upon Inpatient Admission

Upon admission to an Italian medical facility in the Naples area, USNH Naples is notified and a Patient Liaison will contact you and/or the facility to assist with admission coordination. Patient Liaisons can also help coordinate conferences with the attending Italian physician and medical staff to translate diagnosis, explain test results and establish a care plan. When the admission occurs within reasonable distance and the Patient Liaison and Intl SOS are authorized to travel, assistance will be provided in-person at the facility.

\*If you have not heard from a Patient Liaison within the first four hours after admission, please call the USNH Communication Center at 081-811-6155 and the 24-hour On Call Patient Liaison will be notified.

If admitted to a hospital or clinic outside the Naples area, please contact the Intl SOS (U.S. active duty) overseas at +44-20-8762-8384 or all others contact Patient Liaison. Intl SOS or Patient Liaisons will immediately begin coordinating your care with the admitting facility's medical staff.

A USNH physician will be in contact with the attending Italian physician during your stay to monitor your status and follow up after discharge at the Military Treatment Facility (MTF). USNH Naples providers are not licensed to practice in Italian healthcare facilities and are unable to treat or prescribe medications to a patient while admitted.

## What can I expect in an Italian Hospital?

Italian healthcare is in many ways the same as the American system you are accustomed to and in other ways it can be vastly different. Italians pay for a lifetime of healthcare via their taxes; this health coverage is primarily a socialized medicine system consisting of mostly public healthcare with some private and semi-private facilities available.

Unlike most hospitals in the US, the number of Italian facilities that provide private rooms is very limited and most have none at all. Most rooms in a public facility do not possess the same modern look as a private hospital but they still contain modern medical technology and provide the same high quality treatment capabilities that would be afforded in similar size American hospitals or military treatment facilities.

The type and quality of nursing care is also much different from an American hospital. As Americans we have come to expect a nurse to perform many bedside tasks while the Italian culture places a large emphasis on family and the healing qualities a family can bring.

As a patient in an Italian facility, you may be expected to have your family or friends assist you with some personal hygiene tasks such as bathing or dressing.

Despite these differences, and the occasional language barrier, the goal is exactly the same: quality health care.

Some things to keep in mind during your stay:

- ♦ Italian physicians should answer all your questions when asked, but generally do not volunteer all results and information. Patients/parents are encouraged to ask doctors and nurses about treatment plans.
- ♦ For infection control purposes, visitors are asked not to lie in the hospital bed with or without the patient. In pediatric wards parents may request an additional bed to sleep near their child. However, this is only possible if space is available. Please be respectful to other patients who share the same room.
- ♦ Standards of privacy vary between Italian and American facilities. Italian physicians may not always have a standby when examining patients of the opposite sex.

## Pain and symptom management

Italian medical providers do not usually order pain medications to be administered around the clock. It is best for you to communicate with the nursing staff and request medication regularly rather than wait for it to be brought to you. Similarly, you should communicate any concerning symptoms with the medical staff or nursing staff.

If you are TRICARE Prime beneficiary (e.g. U.S. active duty and family members) and you need assistance in communicating with the Italian staff member, please contact International SOS. If unsuccessful in contacting Intl SOS, please contact USNH Patient Liaison.

If you are a Non-TRICARE beneficiary (e.g. DOD civilian, NATO, retired service member and families) and you need assistance in communicating with the Italian staff member, please contact USNH Patient Liaison.

## Visiting Hours

As with most hospitals in the U.S., visiting hours and the number of visitors allowed are normally limited, especially in the Intensive Care and Trauma Units. In some Italian facilities a family is allowed to stay with the patient for morale and comfort support. Children under 12 years of age are not allowed on most wards.

Each facility has their own policy and while the USNH Patient Liaison has no control over those policies, they can assist you with learning the rules and regulations of the facility to which you are admitted.

## Cafeteria Services

Breakfast, lunch, and dinner are served to inpatients. Breakfast in the hospital usually consists of a tea, milk, or coffee and bread with marmalade.

## Patient's Responsibility

As a patient receiving care, it is your responsibility to be involved in your healthcare. If there is something that you are concerned about, please approach or call a member of our staff and we will be happy to assist you.

Upon discharge, it is the responsibility of the patient to submit discharge instructions for translation to referral management at USNH Naples room 1319, and schedule a follow up appointment with their USNH Primary Care Manager within 24-72 hours of your return with all follow-on treatment orders.

## Temporary COVID-19 Restriction Subject to Change

Patient liaisons, Intl SOS, and MTF staff members usually visit patients in-person while admitted, but current restrictions only allow contact via phone as most Italian facilities have restrictions on who is allowed inside the facility.

Bedside supporting family member will be required to have a negative COVID-19 test along with the patient prior to admission. Family members will be recommended to stay bedside for the entire admission due to the requirement of needing a COVID-19 test.

# Transition Resources

NSA NAPLES

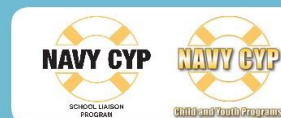
## School Liaison

**NaplesSLP@us.navy.mil**

**629-6549 / 081-811-6549**

**[www.facebook.com/napleschildandyouthprograms](https://www.facebook.com/napleschildandyouthprograms)**

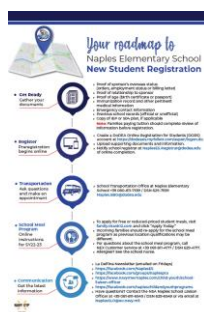
**[www.navy.mwrnaples.com/child-youth/school-liaison](http://www.navy.mwrnaples.com/child-youth/school-liaison)**



### PARENT AND STUDENT LETTERS



### SCHOOL REGISTRATION



### INTERNATIONAL SCHOOLS



### IMPORTANT WEBSITES

<http://www.navy.mwrnaples.com/child-youth/school-liaison>

<https://cnreuraftcent.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N926C-School-Liaison-Officer/>

<https://www.facebook.com/napleschildandyouthprograms/>

## Timely items families need to know about from the School Liaison:

- Sports schedules and physical form information
- Partial language immersion (grade K-3) sign-up date
- AP and Honors summer readings
- HS accredited curriculum during transfer gaps
- Complete registration online and contact registrar



### HOMESCHOOL



**What is Homeschooling?**  
Homeschooling is the practice of going to teach one's own children at home via parents, tutors, or virtual programs instead of in local sending them to school.

#### How do I Homeschool?

1. Connect with parents who are already homeschooling.
2. Understand your area's homeschool law.
3. Learn about teaching styles, learning styles, and educational approaches.
4. Choose curriculum.
5. Decide where you will homeschool & create a schedule.
6. Enroll the learning process. Re-evaluate, change what isn't working.
7. Celebrate & highlight your students' growth & achievements.

For further details from this checklist, see <https://dodmwrllibraries.org/hs>

#### Is school attendance required?

Parents and the Department of Defense civilian families are exempt from homeschooling because of frequent transfers between bases within and outside of the United States. Mandatory school attendance is required in the U.S. and military families must follow the compulsory attendance laws of the state in which they reside. However, children of US military and DoD civilian personnel overseas are not subject to US state mandatory attendance statutes while in another country, and dependents may or may not be subject to the school laws in their country depending on the host country requirements for military families.

DoD encourages DoDA-eligible sponsors who choose homeschool as their dependent's educational option to communicate this through their chain of command to determine whether there are any command policies or other

<sup>1</sup> <https://www.dodmwrllibraries.org/hs>  
<sup>2</sup> <https://www.dodmwrllibraries.org/hs>

### SURE START

**School Year 2022-2023**

**Important Dates**

Sept 8th - 1st day of Sure Start

Apply Today!

<https://www.dodmwrllibraries.org/hs>

**Sure Start**

**-Parent Requirement-**  
30 Volunteer Hours PER Parent

Application consideration Points will be given for the considerations listed below:

- Low birth weight under 5lbs 8ozs
- Parent whose primary language is not English
- Single parent during first born child
- Family headed by single parent
- Three or more siblings close in age
- Staying with a severe diagnosed disability
- Parent that is separated from the family
- Parent who has not graduated high school
- Dual military family

**Will your child be 4 years old by September 1, 2022?**

Priority Bands	ES, GS or NAF2	1st priority
ES-E7, GS-E7 or NAF3-NAF4	2nd priority	
ES-E9 or GS-E9	3rd priority	
GS-E9 or NAF4	4th priority	

Any sponsor whose rank is E5 to E9 or GS5 to GS9 who wishes to apply for the program is eligible to do so with the understanding that priority is given to priority band sponsor's in the 1st to 4th or 5th to 9th rank.

### ITALIAN PUBLIC SCHOOLS

#### Italian Public School Options

##### About

- There are four levels of education in Italy:
- Scuola dell'infanzia or Scuola materassa or Scuola nido (3 to 6 years old)
  - Scuola primaria or Scuola elementare (6 to 11 years old)
  - Scuola secondaria di primo grado or Scuola media (11 to 14 years old)
  - Scuola secondaria di secondo grado or Scuola superiore (14 to 19 years old)

##### Cost

State schools are free, even for foreigners living in Italy who are not formal permanent residents. Fees may apply for registration. Books are required and may need to be purchased by the family depending on the educational level. Standardized tests do become applicable after students reach the age of 16.

##### Language

State-sponsored schools teach in Italian. English is usually taught as a second language.

##### Lunch

When at school lunch. Families will need to purchase vouchers/tickets in person or on line (depending on the vendor and/or the district). Families may need to purchase plates and utensils. Families may be provided plates and utensils that need to be cleaned and returned each day. Providing a personal messenger bag for your student is typically required.



##### Quick Reference

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## Why are School Liaisons needed?

- School transition and deployment support is a readiness issue.
- Help "level the playing field" for military youth.
- Connect command, school and community resources.

## Online resources:

- [www.mic3.net](http://www.mic3.net)
- [www.militarychild.com/webinars](http://www.militarychild.com/webinars)
- [www.tutor.com/military](http://www.tutor.com/military)
- [www.dodmwrllibraries.org](http://www.dodmwrllibraries.org)
- ...and more!

### WEBSITE



### FACEBOOK



### EMAIL







# Your roadmap to Naples Elementary School New Student Registration

## ● **Get Ready**

Gather your documents



- » Proof of sponsor's overseas status (orders, employment status or billing letter)
- » Proof of relationship to sponsor
- » Proof of age (birth certificate or passport)
- » Immunization record and other pertinent medical information
- » Emergency contact information
- » Previous school records (official or unofficial)
- » Copy of IEP or 504 plan, if applicable

**Note:** Families paying tuition should complete review of information before registration.

## ● **Register**

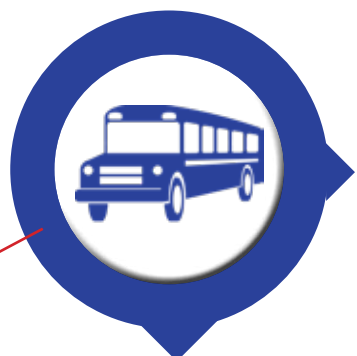
Preregistration begins online



- » Create a DoDEA Online Registration for Students (DORS) account at <https://dodeasis.myfollett.com/aspen/logon.do>. Register on a computer or laptop. The Website does not work well on phones and tablets.
- » Upload supporting documents and information.
- » Notify school registrar at [NaplesES.Registrar@dodea.edu](mailto:NaplesES.Registrar@dodea.edu) of online completion.
- » Parents of Sure Start students must contact the school for an additional application.

## ● **Transportation**

Ask questions and make an appointment



- » School Transportation Office at +39 0444-106-0250 / DSN 324-306-0250  
[Naples.SBO@dodea.edu](mailto:Naples.SBO@dodea.edu).

## ● **Student Meal Program**

Online instructions for SY23-24



- » To apply for free or reduced-priced student meals, visit <https://linqconnect.com>.
- » Incoming families should reapply for the school meal program as previous location qualifications may be different.
- » For questions about the school meal program, call NEX Customer Service at +39 081-811-4717 / DSN 629-4717.
- » **Allergies?** See the school nurse.

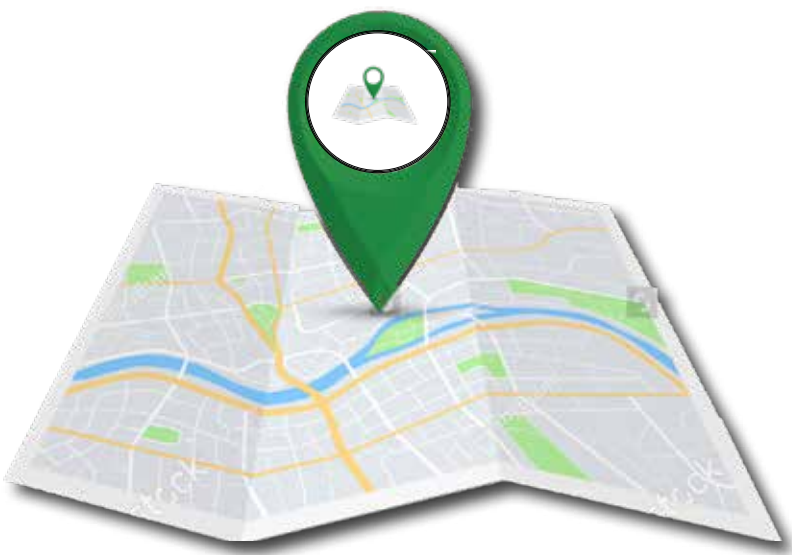
## ● **Communication**

Get the latest information



- » La Delfina Newsletter (emailed on Fridays)
- » <https://facebook.com/NaplesES>
- » <https://facebook.com/groups/naplespta>
- » <https://www.navymwrnaples.com/child-youth/school-liaison>
- » <https://facebook.com/napleschildandyouthprograms>
- » Have questions? Contact the NSA Naples School Liaison Program at +39 081-811-6549 / DSN 629-6549 or via email at [NaplesSLP@us.navy.mil](mailto:NaplesSLP@us.navy.mil).





# Your roadmap to Naples Middle High School New Student Registration

## ● **Get Ready** Gather your documents



- » Proof of sponsor's overseas status (orders, employment status or billing letter)
  - » Proof of relationship to sponsor
  - » Proof of age (birth certificate or passport)
  - » Immunization record and other pertinent medical information
  - » Emergency contact information
  - » Previous school records (official or unofficial)
  - » Copy of IEP or 504 plan, if applicable
- Note:** Families paying tuition should complete review of information before registration.

## ● **Register** Preregistration begins online



- » Create a DoDEA Online Registration for Students (DORS) account at <https://dodeasis.myfollett.com/aspen/logon.do>. Register on a computer or laptop. The Website does not work well on phones and tablets.
- » Upload supporting documents and information.
- » Notify school registrar at [Michela.Pellecchia.LN@dodea.edu](mailto:Michela.Pellecchia.LN@dodea.edu) of online completion.
- » Wait for an academic counselor to review records and send a parent meeting invitation.

## ● **Transportation** Ask questions and make an appointment



- » School Transportation Office at +39 0444-106-0250 / DSN 324-306-0250  
[Naples.SBO@dodea.edu](mailto:Naples.SBO@dodea.edu).

## ● **Student Meal Program** Online instructions for SY 23-24



- » To apply for free or reduced-priced student meals, visit <https://linqconnect.com>.
- » Incoming families should reapply for the school meal program as previous location qualifications may be different.
- » For questions about the school meal program, call NEX Customer Service at +39 081-811-4717 / DSN 629-4717.
- » **Allergies? See the school nurse.**

## ● **Communication** Get the latest information



- » Wildcat News: <https://sites.google.com/student.dodea.edu/wildcat-news>
- » Student links: <https://sites.google.com/a/student.dodea.edu/naples-middle-high-school1/home>
- » Parent links: <https://sites.google.com/a/student.dodea.edu/naples-middle-high-school1/parent-links>
- » Facebook: <https://facebook.com/DoDEA.NaplesMHS/>
- » PTSA: <https://facebook.com/groups/NaplesMiddleHighSchoolPTSA>
- » School Liaison Web page: <https://navymwrnaples.com/child-youth/school-liaison>
- » CYP Facebook: <https://facebook.com/napleschildandyouthprograms>
- » Have questions? Contact the NSA Naples School Liaison Program at +39-081-811-6549 / DSN 629-6549 or via email at [NaplesSLP@us.navy.mil](mailto:NaplesSLP@us.navy.mil).



# WELCOME TO NAPLES VTF!

**TELEPHONE:** DSN 629.7913 OR 081.811.7913

**EMAIL:** [usn.naples.navhospnaplesit.mbx.vet-clinic@mail.mil](mailto:usn.naples.navhospnaplesit.mbx.vet-clinic@mail.mil)

**OFFICE HOURS:** MON, TUES, WED AND FRI / 0900-1600 (except 1230-1330)

**\*\*CLOSED on THURSDAYS and every last day of the month for inventory\*\***

- **PLEASE PROVIDE THE FOLLOWING WITH THIS FORM WITHIN 30 DAYS OF ARRIVAL/ ADOPTION :**  
**MILITARY ID + VACCINE HISTORY + MEDICAL RECORDS OF CHRONIC DISEASE + PRESCRIPTIONS**
- REGISTRATION OF YOUR PET(S) CAN BE DONE IN PERSON OR ONLINE and YOU DO NOT NEED AN APPT
- YOUR PET(s) DOES NOT NEED TO BE PRESENT FOR REGISTRATION UNLESS REQUESTED!

---

## SPONSOR INFORMATION:

SPONSOR NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

COMMAND: \_\_\_\_\_ SPOUSE NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

SPOUSE CELL: \_\_\_\_\_ E-MAIL(s): \_\_\_\_\_

BRANCH: \_\_\_\_\_ ACTIVE DUTY/ RESERVE/ RETIRED/GS /CIVILIAN (circle one)

PLANNING TO LIVE ON/OFF BASE? \_\_\_\_\_ PRD: \_\_\_\_\_

PREVIOUSLY SEEN AT ANOTHER MILITARY VTF? WHERE? \_\_\_\_\_

STATESIDE ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

---

**PET #1:** NAME: \_\_\_\_\_ CAT / DOG

DOB: \_\_\_\_\_ SEX: MALE/FEMALE SPAYED/NEUTERED/INTACT

BREED: \_\_\_\_\_ COLOR: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ MICROCHIP # \_\_\_\_\_

**PET #2:** NAME: \_\_\_\_\_ CAT / DOG

DOB: \_\_\_\_\_ SEX: MALE/FEMALE SPAYED/NEUTERED/INTACT

BREED: \_\_\_\_\_ COLOR: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ MICROCHIP # \_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Pet(s) name(s): \_\_\_\_\_

***Please read the complete VTF Client Policy Letter provided via email attachment or during in-person registration.***

*Main points to remember:*

**NO SHOW POLICY:**

All appointments are considered to be a “No Show” when clients do not show up during appointment time or comes in 15 minutes late with no notification.

(a) The first missed appointment will be notated in the patient’s record without any repercussions.

(b) The second missed appointment will be notated in the patient’s record and service privileges will be suspended for 30 days.

(c) The third missed appointment will be notated in the patient’s record and VTF service privileges will be suspended for six months.

(d) If the pattern of missing appointments continues, service privileges may be revoked permanently.

**FACILITY ETIQUETTE:**

Any client who uses profanity, abusive and disrespectful language towards any member of the VTF staff will be asked to leave immediately and will no longer be authorized services.

**APPOINTMENTS:**

Due to higher tier mission priorities, the VTF provides medical care for privately- owned animals on a space-available basis and may not have availability on a short notice or emergency basis.

Pets are seen by appointment only. Please arrive at least 10 minutes prior to allow time for check-in.

**EMERGENCY VETERINARY CARE**

The clinic does **NOT** provide emergency care for privately-owned animals.

**I have read the Naples VTF Client Policy letter and acknowledge the above statements:**

\_\_\_\_\_ (Signature)

Print Name:

Unit Command:

Date:

Phone number:

Email:

*Welcome and we look forward to getting to know and serving you and your pets!*



## PET CHECKLIST UPON ARRIVAL to NSA NAPLES:

- 
- ☐ Register your pet at the Veterinary clinic **within 30 days** of arrival/ adoption.
  - ☐ Register your pet at the ASL and get a pet passport **within 6 months of arrival/adoption.**
  - ☐ Find Italian vet clinic for Emergency and local prescriptions
  - ☐ Maintain an annual rabies vaccinations during overseas tour
  - ☐ Get updated ID tags with new local contact information
  - ☐ Update your microchip contact information with your new telephone and address
  - ☐ USE heartworm and flea and tick preventative medication that will protect against sand flies that can transmit the Leishmaniasis disease year round. (Only Seresto collar and K9Advantix have been proven to be effective)
  - ☐ Find a boarding center or a reliable pet sitter.
  - ☐ Read the NSA Naples Pet Policy.
  - ☐ Understand and adhere to local Italian pet laws.
-

## **PCS from Naples, Italy to the United States**

**(CONUS ONLY)** – NOT Hawaii or Guam)

1. ☐ Pet needs a **15 digit ISO compliant microchip**
  - Microchip must be implanted **at the same time** as the rabies vaccine (or prior to the vaccine)
2. ☐ Pet needs an **up-to-date rabies** vaccine
  - Rabies vaccine must be administered within the past year – Italy does not recognize 3-year rabies vaccinations
  - **After rabies vaccine is administered, you must wait 30 days before flying**
  - If your pet received a rabies vaccine at the NSA Naples veterinary clinic, we will provide an original, signed Rabies Certificate (DD2208)
  - If your pet received a rabies vaccine **off-base**, you will need to obtain an original, signed Rabies Certificate from that clinic
3. ☐ When you have a flight date, call to schedule a health certificate exam
  - Health Certificate (DD2209) is **only valid for 10 days**
  - Bring the pet with you to appointment
  - Bring off-post Rabies Certificate if applicable
4. ☐ If you are flying **commercial** you will need an EU Pet Passport
  - If you are flying AMC (military rotator flight), you do not need a pet passport but is recommended in case of last minute flight changes
  - Pet passport informational packets available at the reception desk

**YOUR PET MUST BE REGISTERED WITH US BEFORE ANY BOOKINGS**

**REGISTRATION IS DONE ON A WALK-IN BASIS**

**HOURS: M-Tu-W-F 0900-1230/1330-1600**



DEPARTMENT OF THE ARMY  
PUBLIC HEALTH ACTIVITY- ITALY  
NAPLES BRANCH  
PSC 808, BOX2  
FPO, AE 09618

MCEU-PHC

04 February 2022

MEMORANDUM FOR Naples Veterinary Treatment Facility (VTF) Clients

SUBJECT: VTF Client Policy Letter

1. ACCESS:

a. Only persons with a valid U.S. Armed Forces Identification Card are eligible for veterinary services at the VTF. Beneficiaries must be enrolled in Defense Enrollment and Eligibility Reporting System (DEERS). Reservists must be on active duty orders for more than 30 days.

b. Per AR 40-905 Chapter 3-4 paragraph, veterinary services will not be provided in support of commercial operations that breed or raise animals for sale or profit.

2. REGISTRATION AND RECORDS:

a. All animals must be registered in the Remote Online Veterinary Record (ROVR) within 30 days of arrival or adoption and maintain a valid rabies vaccination.

b. Pet owners are responsible for ensuring that their pet's vaccinations and medical status remain current.

c. Owners are responsible for transferring their pet's medical records during a Permanent Change of Duty Station, End of Time in Service, or change of ownership. A transfer of ownership letter is required to transfer ownership in ROVR and deliver care to the new pet owner. This letter must include the name of both the previous and new owner(s) and must be signed by the previous owner. Until a transfer is registered under the new owner's name, the previous owner remains legally and financially responsible for the pet.

d. If a pet has not been seen for three consecutive years, the pet's record will be placed in an inactive status. After five years, the record may be purged.

3. APPOINTMENTS:

a. Due to multiple mission priorities, the VTF provides medical care for privately- owned animals on a space-available basis and may not have availability



on a short notice or emergency basis.

b. Pets are seen by appointment only. **Please arrive at least 10 minutes prior** to your scheduled appointment time to allow time for check-in.

c. Payment is due at time of service. In the event of an outstanding balance, your command may be notified. We accept only credit card payment. The DOD requires we charge a \$2.00 user fee on every transaction, including retail purchases.

d. Rabies vaccination status must be current for a pet to receive any service. If no proof of rabies vaccination is on file, the pet will be vaccinated at time of services.

#### 4. FACILITY ETIQUETTE:

a. Any animal interaction can potentially be dangerous. While children are welcome, parents/guardians are responsible for their safety and wellbeing at all times. Children in the clinic must be supervised at all times for their safety.

b. Children and/or pets will not be left unsupervised in the parking lot, vehicles or the waiting room. All pets must arrive on a leash or in a carrier.

c. Any client who uses profanity, abusive and disrespectful language towards any member of the VTF staff will be asked to leave immediately and will no longer be authorized services.

#### 5. NO SHOW POLICY:

a. **Failure to show for an appointment, unless cancelled at least 24 hours in advance, will result in a “No Show”.** We understand that last-minute circumstances arise; we will make exceptions to this policy on a case-by-case basis.

b. All appointments arriving on time will be given priority. **If you are running late, please call +081-811-7913** and we will make every effort to accommodate you. **If you arrive more than 10 minutes late, you may be asked to reschedule.**

c. All appointments that are considered to be a “No Show” will be notated in the patient’s record. The repercussions are as listed below:

**(1) The first missed appointment will be notated without any repercussions.**

**(2) The second missed appointment will be notated and service privileges will be suspended for 30 days.**

**(3) The third missed appointment will be notated and service will be suspended for six months. If the pattern of missing appointments continues service privileges may be revoked permanently.**

## 6. PRESCRIPTIONS / MEDICATIONS:

a. In accordance with federal law and Army Regulation, prescription medications will not be dispensed without a valid veterinarian-client-patient relationship (VCPR). This requires that the pet be seen in Naples VTF or another US Army Veterinary Clinic within the past 12 months. Prescriptions from other Army Veterinary Clinics can be filled at Naples VTF, as long as there are refills remaining in ROVR. **It is illegal for the VTF to fill a prescription from off-post facilities.** If there is an active VCPR, we may be able to write a prescription upon the approval of the attending veterinarian.

b. Refill requests require 24-hours notice and must be picked up within 48 working day hours.

c. Heartworm preventive for animals over 6 months of age will only be dispensed with written proof of a negative heartworm test performed within the preceding 12 months, unless waived by the attending veterinarian.

## 7. EMERGENCY VETERINARY CARE:

a. The VTF **does not provide emergency care for privately-owned animals.** We strongly recommend that you identify at least one off-base veterinarian that provides emergency care and keep his or her contact information available. The Naples VTF can provide a list of emergency off-base veterinarians who speak English upon request. This list is provided for your reference, and does not imply DOD endorsement of any specific veterinarian(s).

8. The point of contact for this memorandum is the undersigned and can be reached at [paulynne.h.bellen.mil@mail.mil](mailto:paulynne.h.bellen.mil@mail.mil).

PAULYNNE H. BELLEN  
CPT, VC  
Branch Chief

## **How to get an ITALIAN Pet Passport & Health/Export Certificate**



1. By law, pet **MUST** be registered in the Italian ASL system. **Failure to register your pet can result in a fine of €300,00+**  
If you find or adopt or purchase a pet in Italy, you have 20 days to register it  
If you import a pet to Italy, you have 90 days to register it  
The TNR Italy Facebook group has the blank registration form and instructions under “files”. There is no cost to register.

If you do not know if your pet is registered in the Italian ASL system, you can use these links to enter your pet’s microchip number. If it is registered, the site(s) will tell you which ASL location they are registered at. If nothing is available in the search, it means your pet is not registered. The base vet local microchip database is not connected to the Italian ASL system.

Campania ONLY - <http://www.anagrafecaninacampania.it/>  
Italy - [http://www.salute.gov.it/anagcaninapublic\\_new/home.jsp](http://www.salute.gov.it/anagcaninapublic_new/home.jsp)

2. The ASLs are an Italian government entity. They are not affiliated with the base veterinary clinic, any host nation veterinary clinic or the TNR Italy group. You **MUST** know which ASL office to go to and it is based on where you live. Each has their own payment requirement, area of responsibility, business hours and they are **NOT** interchangeable. The information in this document can change at any time.

3. ASL’s in Italy are responsible for people, pets, food safety and many other services. When you search for an ASL, be certain it is for veterinary (veterinario) or you may find yourself at the wrong location. This is the webpage to locate an ASL <http://www.anagrafecaninacampania.it/index.php/ricerca-asl>

4. A pet passport is required to travel on a commercial carrier within and out of Europe. You do not need a pet passport to fly on AMC/Rotator but it is recommended to have one in case you need to fly commercial or use a pet shipper.

5. The rabies vaccination has to be 22+ days old to get the initial pet passport or to renew an existing pet passport. Example: rabies vaccination date 01Feb2022. Count 22 days equals 23Feb2022. From 23Feb2022 forward, you can get or renew the pet passport. Travel to EU countries and the UK is valid (the UK has additional requirements). Travel to the USA is valid on the 31st day after the rabies vaccination. For the most up to date information for ANY country, visit their official government website.

6. You have to have a pet passport before you can get an Italian, ASL issued, health/export certificate.

These are instructions for **3 specific ASL offices in the Campania** region which handle veterinary services. **Use the GPS coordinates provided for the best directions.** If you use an address, you may end up at the wrong location.

### **Payment for services**

You must pay before you visit an ASL location. They do not accept any form of in office payments. If you pay the wrong ASL, you **WILL NOT** receive services or a refund. The payment is valid for 30 days so you can pay long before you visit. Payment detail is listed with each location. There are also photo examples.

#### **The two way to pay are:**

Bank transfer – You need the IBAN number

The easiest is to go to Community Bank on Capo. If you do **NOT** have an account, take cash. The price for non-account holders is \$3.00. The price for account holders is \$1.00. Account holders do have the option to set up a direct transfer with their online access, but the process can take a few days to complete. If you cannot go to Community Bank, you can go to a local Italian bank and follow their instructions.

Postal money order – You need the c/c number

There is an Italian Post Office inside the JFC NATO base (hours are Mon – Fri 0830 – 1330 and Sat 0900 – 1200). Many people find this the most convenient but ANY Italian post office can do the money order for €1,50. The form is filled out similar to a bank check. There are examples. One for a **NEW** pet passport and 1 for a health/export certificate. If you need a different service, the prices are listed below.

## PRICES as of 27 Apr 2022

The fees are PER PET. Multiply for each pet the cost to determine the number needed.

SERVICE	PRICE	HOW TO WRITE IN ITALIAN
NEW pet passport	€ 23,46	ventitré e quarantasei centesimi
Health/Export certificate and exam	€ 18,00	diciotto e zero centesimi
RENEWAL of current pet passport	€ 6,12	sei e dodici centesimi
2 new pet passports	€ 23,46 * 2 = € 46,92	quarantasei e novantadue centesimi
1 new pet passport + health/export certificate	€ 23,46 + € 18,00 = € 41,46	quarantuno e quarantasei centesimi

## Residents of Aversa, the Support Site, Castel Volturno and other nearby areas:

ASL2 Servizio Veterinario (Caserta)

GPS: 40.976663,14.1951093

Office hours: Mon. Tues. Thurs 0900 - 1200

Phone 081 500 1339 Fax 081 814 8900

Email: [randagismo@pec.aslcaserta.it](mailto:randagismo@pec.aslcaserta.it)

Note: Enter through the main gate, make the first right, go all the way to the end and park. The entrance is on the front of the building. (photo of main gate entrance)

Payment: **ONLY THIS LOCATION** has the option of either a bank transfer or postal money order for payments.

**BANK TRANSFER IBAN IT 62 N010 0514 9000 0000 0218 000**

## POSTAL MONEY ORDER c/c 15917818

Examples in photos



ASL CASERTA location ONLY  
If you live on the Support Site, the above is your Italian address.  
If you live off base -  
VIA -PIAZZA is street address  
CAP is zip code  
LOCALITA is city

\*\*\* If you live on the Support Site, this is how you fill out the Italian postal money order form, for the health/export certificate (certificato sanitario di esportazione).  
If you live off base, use your Italian address.  
"VIA -PIAZZA" is street address  
"CAP" is zip code  
"LOCALITA" is city(state)



## Residents of Giugliano in Campania: Lago, Licola, Pozzuoli, and nearby areas:

ASL2NORD (Napoli 2 Nord)  
GPS: 40.8976141,14.1753352

Office hours – Mon. Wed. Fri. 0900 – 1300

Phone 081 586 7105 Fax 081 742 4663

Email: [ospedaleveterinario@aslnapoli2nord.it](mailto:ospedaleveterinario@aslnapoli2nord.it)

Note: Parking is extremely limited  
(photo of entrance and parking area)

Payment: BANK TRANSFER IBAN IT 24 E030 6940 1031 0000 0300 014



## Residents of Naples:

ASL NAPOLI 1 CENTRO Veterinario  
GPS cords: 40.8781763,14.2278504

Office hours: Mon – Fri 0900 – 1300 & 1500 – 1900 Sat 0900 - 1300

Phone 081 254 9596 / 081 254 9598 / 081 254 9980

Email: [pov.a@aslnapoli1centro.it](mailto:pov.a@aslnapoli1centro.it)

Note: Ask the gate guard where the  
“ufficio” (office) is  
(photo of the compound entrance)

Payment: POSTAL MONEY ORDER c/c 41136177

Examples in photos



CONTRIBUTO POSTALE - Assistenza di Veterinario	CONTRIBUTO POSTALE - Assistenza di Veterinario	CONTRIBUTO POSTALE - Assistenza di Veterinario
<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>18.00</b> <b>Importo in lettere</b> diciotto e zero centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> certificato sanitario di esportazione	<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>18.00</b> <b>Importo in lettere</b> diciotto e zero centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> certificato sanitario di esportazione	<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>18.00</b> <b>Importo in lettere</b> diciotto e zero centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> certificato sanitario di esportazione
<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY	<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY	<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY

This is for the ASL NAPOLI 1 CENTRO location ONLY  
Health/export certificate - certificato sanitario di esportazione

CONTRIBUTO POSTALE - Assistenza di Veterinario	CONTRIBUTO POSTALE - Assistenza di Veterinario	CONTRIBUTO POSTALE - Assistenza di Veterinario
<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>23.46</b> <b>Importo in lettere</b> ventitré e quarantasei centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> Pet Passport (02) (0032)	<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>23.46</b> <b>Importo in lettere</b> ventitré e quarantasei centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> Pet Passport (02) (0032)	<b>Importo</b> sul C/C n. <b>41136177</b> di Euro <b>23.46</b> <b>Importo in lettere</b> ventitré e quarantasei centesimi <b>INVIATO A</b> ASL NAPOLI 1 CENTRO Veterinario <b>CASALE</b> Pet Passport (02) (0032)
<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY	<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY	<b>ESORTO DA</b> Your Name <b>VIA - PIAZZA</b> Your street address <b>CAP</b> Zip code <b>CITTA'</b> CITY

This is for the ASL NAPOLI 1 CENTRO location ONLY

You can use a single postal money order or bank transfer for multiple services for same day services.

Example: you need two pet passports for two pets can be made with one money order/bank transfer

If you will have multiple services but on different days, you need 2 payments.

Example: pet passport on one day and a health/export certificate at a later date

## **WHAT YOU NEED TO TAKE for Pet Passports**

### **REGISTERED pets**

1. Your PET(s)
2. ORIGINAL rabies certificates
3. Proof of payment
4. Your photo ID. Passport or driver's license

### **UNREGISTERED pets**

1. Your PET(s)
2. ORIGINAL rabies certificates
3. Proof of payment
4. Your photo ID. Passport or driver's license
5. Your codice fiscale
6. The completed registration form
7. Proof of address - lease, bill, etc. (\*this is not always checked/requested at the ASL)

IF YOU LIVE ON THE SUPPORT SITE - This is the address the ASL2 Aversa uses, NOT your PSC/FPO address.

Contrada Boscariello  
81030 Gricignano di Aversa (CE)

## **WHAT YOU NEED TO TAKE for Health/Export Certificate**

**Only the ASL can issue the Italian Health/Export certificate** required by pet shippers and commercial airlines. *The base vet clinic can issue a health certificate but NOT the required Export certificate.* The AMC/Rotator only require a valid rabies certificate and a health certificate.

- |                                |  |
|--------------------------------|--|
| 1. Your PET(s)                 | 4. Your photo ID. Passport or driver's license |
| 2. ORIGINAL rabies certificate | 5. Pet passport                                |
| 3. Proof of payment            |  |

ALWAYS search the requirements of your DESTINATION country you are moving to. Important, reliable links are:

<https://www.aphis.usda.gov/aphis/pet-travel?fbclid=IwAR3AkLF4LVhBnIjot0jk9BFpkXIkA0O7IcYTYPhzWMxroX4McDQwseRRup8>

Pets to/from Italy and USA

<https://it.usembassy.gov/embassy-consulates/rome/sections-offices/foreign-agricultural-service/pet-travel-fags-italy-u-s/>

For other countries Google "shipping pets FROM <insert country> TO <insert country>" Look for official government links.





Regione Campania

Regione Campania  
Assessorato alla Sanità  
Settore Veterinario

## Anagrafe Canina

MODULO  
RICHIESTA  
ISCRIZIONE  
ANAGRAFE CANIN

Il sottoscritto (The undersigned; Owner name) \_\_\_\_\_

Codice fiscale \_\_\_\_\_ nato a (Country born in) \_\_\_\_\_

il (Date of birth) \_\_\_\_\_ e residente in (Resident of) \_\_\_\_\_

alla via (Address) \_\_\_\_\_

c.a.p. (Zip code) \_\_\_\_\_ Tel. (Telephone) \_\_\_\_\_

chiede, giusto quanto disposto dalla L. 281/91, l'iscrizione all'anagrafe canina del proprio cane/gatto:

(He/She requests the provisions of L. 281/91 for the registration of his dog / cat)

razza (breed) \_\_\_\_\_ sesso (sex) \_\_\_\_\_

data di \_\_\_\_\_ taglia (size) \_\_\_\_\_

nascita (dob) \_\_\_\_\_

mantello \_\_\_\_\_ segni particolari (special  
(color) \_\_\_\_\_ markings) \_\_\_\_\_

Sterilizzato (sterilized) **NO** **SI** Il (date) \_\_\_\_\_

Nome del cane/gatto (name of dog/cat) \_\_\_\_\_

dichiara le seguenti informazioni sulla provenienza dell'animale (Declares the following information about the animal's origin):

\_\_\_\_\_

dichiara di essere a conoscenza dei seguenti obblighi de legge (L.R. 3/2019) (Declares to be aware of the following legal obligations):

- denunciare, entro 3 giorni, la morte o lo smarrimento del soggetto; (Report, within 3 days, the death or loss of the pet;)
- denunciare, entro 5 giorni, la variazione della propria residenza o il trasferimento di proprietà del cane/gatto.  
(Report, within 5 days, the owner's change of address or the change of ownership of the dog/cat)

Data (date) \_\_\_\_\_ FIRMA (owner signature) \_\_\_\_\_

documento di riconoscimento (identification document)

	<b>Microchip assegnato (microchip number)</b>
--	---

Si autorizza il trattamento dei dati personali ai sensi del G.D.P.R. 679/2016 e del D.L.vo 101 del 10 agosto 2018 (The processing of personal data is authorized pursuant to the G.D.P.R. 679/2016 and of Legislative Decree 101 of 10 August 2018)

ASL Il Veterinario  
(ASL veterinarian)

\_\_\_\_\_ FIRMA (signature) \_\_\_\_\_

### ***Are You Looking For Federal Employment While Overseas?***

Do you want to make a difference in the lives of our military kids? Do you want to build a career that matters? CYP has a job for you! Build a rewarding career in child care! Navy Child and Youth professionals make a difference every day in the lives of children and their families, their friends, neighbors and communities. With defined career path training and exceptional benefits and opportunities worldwide, you can end your job search and begin your career now.

For further details see <https://www.navymwrnaples.com/child-youth/cyp-careers>.

For job announcements and applications see [www.usajobs.gov](http://www.usajobs.gov).

Enter Keyword "CYP" Location "Naples, Italy".

### ***Seeking Child Care During Area Orientation?***

Please fill out registration\* packet, immunizations and hourly parent fee agreement for each child attending. Hourly care fee is \$8.00 an hour per child. (Ages 6 weeks-12 years old)

Please submit the following items to NSA Naples CYP at [NaplesCYP1@us.navy.mil](mailto:NaplesCYP1@us.navy.mil) before your child is scheduled for hourly care:

- Registration\* Packet for each child. Please have two local emergency contacts not to include parents.
- Up-to-date Immunization Record
- Hourly Care Fee Agreement
- Medical Documentation as applicable (food allergy, EAP, medication dispensation, medication authorization with physician signature)

\*We kindly request 72 hours to process hourly care registration for AO

Once your registration has been processed you will receive a household ID and temporary password via email in order to make your payment prior to receiving care. Once logged in you will be prompted to change your password.

<https://myffr.navyaims.com/wbwsc/europecyms.wsc/wbsplash.html?wbp=1>.

For further information or specific questions, please **CONTACT** the appropriate program:

Child Development Center, Support Site COMM 081-811-4989 / DSN 629-4989 / [NaplesCYP1@us.navy.mil](mailto:NaplesCYP1@us.navy.mil)

Child Development Center, Capodichino COMM 081-568-5116 / DSN 626-5116 / [NaplesCYP1@us.navy.mil](mailto:NaplesCYP1@us.navy.mil)

School Age Care, Support Site COMM 081-811-4722 / DSN 629-4722 / [NaplesCYP1@us.navy.mil](mailto:NaplesCYP1@us.navy.mil)

Teen Center, Support Site COMM 081-811-4395 / DSN 629-4395 / [NaplesCYP1@us.navy.mil](mailto:NaplesCYP1@us.navy.mil)

Youth Sports Fitness COMM 081-811-4725 / DSN 629-4725 / [NaplesYSF@us.navy.mil](mailto:NaplesYSF@us.navy.mil)

School Liaison Program COMM 081-811-6549 / DSN 629-6549 / [NaplesSLP@us.navy.mil](mailto:NaplesSLP@us.navy.mil)

What to bring when utilizing Hourly Care

For children younger than 3 years, please bring the following items:

- Extra set of clothing
- Closed-toe shoes
- Wipes and diapers, if your child is not potty trained
- For infants, bottles must be labeled with child's name and date it was prepared.

For children 3-5 years old, please bring the following items:

- Extra set of clothing
- Closed-toe shoes
- Blanket
- Toothbrush and toothpaste
- During the summer, bring a water bottle and sunscreen, both labeled with your child's name

### ***Need Assistance Navigating School***

The School Liaison primarily provides the following PreK-grade 12 services:

- School Transition Services (PCS cycle)
- Deployment Support
- Command, School and Community Communications
- Home School Linkage and Support
- Partnerships in Education (PIE)
- Post-Secondary Preparations
- Special Needs Navigation

Resources, links and downloads can be found at [www.navywmrnaples.com/child-youth/school-liaison](http://www.navywmrnaples.com/child-youth/school-liaison).

**Join Our Facebook Page Today To Stay Up To Date With What's Happening**

<https://www.facebook.com/napleschildandyouthprograms/>

## English – Italian Phrases

ENGLISH	ITALIAN
May we sit at this table?	Possiamo sederci a questo tavolo?
Could you bring us the menu, please?	Può portarci il menù, per favore?
Does this dish have shellfish?	Questo piatto contiene crostacei?
I am allergic to shellfish	Sono allergico/a ai crostacei
I am allergic to seafood	Sono allergico/a ai frutti di mare
We will like to order...	Vorremmo ordinare...
I will have a steak	Prendo una bistecca.
I will have it rare/ medium rare/well done, please.	La prendo al sangue/media al sangue/ben cotta, per favore.
That is all, thank you.	Questo è tutto, grazie.
Where is the restroom?	Dov'è il bagno?
Could I have the bill, please?	Posso avere il conto, per favore?
Could we pay please?	Possiamo pagare, per favore?
Can I have the receipt, please?	Posso avere lo scontrino, per favore?
Do you accept credit cards?	Accettate carte di credito?
The water heater is not working	Lo scaldabagno non funziona.
The toilet is broken.	Il water è rotto.
The roof is leaking	Il tetto perde.
The TV is not working	La Tv non funziona.
The stove is not working	La stufa non funziona.
The refrigerator is broken	Il frigorifero è rotto.
The door lock is broken	La serratura della porta è rotta.
The garage door does not open/close.	La porta del garage non si apre/chiude.
The doorbell does not ring	Il campanello non suona.
The power is out	Manca la corrente.
The automatic gate doesn't open/close	Il cancello automatico non si apre/chiude
The main door does not open/close	La porta d'ingresso non si apre/chiude.
The heating system is broken	Il sistema di riscaldamento è rotto.
The air conditioning is not working	L'aria condizionata non funziona.
Drive carefully	Guidare con prudenza.
Ice on the road	Ghiaccio sulla carreggiata
Slow down	Rallentare
No parking	Divieto di sosta
Do not enter	Divieto di accesso
Do not block the driveway access	Lasciare libero il passaggio
Caution wet floor	Attenzione, pavimento bagnato
Help!	Aiuto!

## English – Italian Phrases

ENGLISH	ITALIAN
Call an ambulance	Chiamate un'ambulanza!
I need a doctor	Ho bisogno di un dottore
There's been an accident	C'e' stato un incidente
Are you /Is everyone OK?	Stai/State tutti bene?
My wallet has been stolen	Mi hanno rubato il portafogli
My purse has been stolen	Mi hanno rubato la borsetta
My phone has been stolen	Mi hanno rubato il telefono
My car has been broken into	La mia auto e' stata scassinata e derubata
There's a fire	Attenzione! C'e' un incendio
I got lost	Mi sono perso/persa

**FLEET AND FAMILY SUPPORT CENTER OFFERS CLASSES OF ITALIAN LANGUAGE, BOTH AT CAPODICHINO AND SUPPORT SITE. CHECK OUR FACEBOOK PAGE AND MONTHLY CALENDAR FOR INFORMATION & REGISTRATION!**

Do not miss the great opportunity to familiarize with Naples, learning about its history and its art, on day three of Area Orientation. The FFSC/ICR staff will lead a tour to downtown Naples and give you practical information on public transportation, cultural aspects, art, history and food of Naples and Italy. This will be a great opportunity to learn your way around Naples and become more independent, making your staying in Naples smoother and easier.



Call: 081-811-6372

DSN: 629-6372

NSANaplesFFSC@us.navy.mil

1st Floor Village Forum  
Support Site





**FIND US ON:**

Listen to local DJs from 6 a.m. - 10 a.m. and 2 p.m. - 6 p.m. You can hear the best music and learn about local events.

SCAN ME WITH  
ANDROID      APPLE



**RADIO**   
**97.3FM**



**AFN GO  
APP**

Listen to any music genre and keep weather forecasts, currency exchange rates and much more at your fingertips.

Watch live sports, newscasts, hit movies, American TV series, family TV and more all on this free streaming service.

**AFN NOW  
APP**



**ONLINE**  
**AFNEurope.net**

Listen to online radio, view TV schedules, find gas prices and more. You can also stay up to date with what's going on in the area by following us on Facebook at [facebook.com/AFNNaples](https://facebook.com/AFNNaples).

# Privacy Act Statement

This form is covered by the Privacy Act of 1974; Public Law 93-57-9. The data collected will only be used for official business.

Date: \_\_\_\_\_

## Sailor Sizing Data Sheet

UIC: \_\_\_\_\_

### I. Please Complete Top Section Only

Name: \_\_\_\_\_ Rank/Rate: \_\_\_\_\_

Last

First

Middle

Unit/Ship: \_\_\_\_\_ Department: \_\_\_\_\_ Division: \_\_\_\_\_

Boot Size: \_\_\_\_\_ Glasses or Contacts: ☐ Yes / ☐ No Gender: ☐ Female / ☐ Male

Has subject been previously fitted within the past 5 years? ☐ Yes / ☐ No Unit: \_\_\_\_\_

Is there any medical reason you should not complete mask fit testing today? ☐ Yes / ☐ No

### ICPE SIZING / ISSUE INFORMATION

Pre-Fit Equipment:	MCU-2P Caliper	M50 Sizing Tool	M53 Sizing Tool
Pre-Fit Size (Annotate):			

Mask(s) Fitted:	MCU-2P	M40	M50	M53
Actual Size (Annotate):				

	S/XS	S/S	M/S	M/R	M/L	L/R	L/L	XL/R	XL/L	2XL/L	3XL/L
JSLIST Coat											
JSLIST Trousers											

				XS	S	M	L	XL	2XL	Remarks:			
Glove (JB2GU / 25 mil)													
Boot	AFS												
	ALO												
Web Belt													
Canister				Left	Right								
Kit Number	1	2	3	4	5	6	7	8	9	10	IND		

### II. NAVSEA CSF CBRN-D EQUIPMENT ISSUE RECEIPT

**ATTENTION:** Section II shall not be filled out until directed by appropriate Fitting & Sizing/ Issuing personnel. By completing this section, this document will act as a hand receipt of items issued to individuals.

Kit ID: \_\_\_\_\_

Kit Type (Circle One): Individual / Generic

Mask Serial #: \_\_\_\_\_

MFD: \_\_\_\_\_ LOT#: \_\_\_\_\_

Mask Type (Circle One): MCU-2/P / M40 / M50 / M53

Issuer (Print): \_\_\_\_\_

Recipient (Print): \_\_\_\_\_

Recipient (Sign): \_\_\_\_\_