

**MOTOR VEHICLE REGISTRATION OFFICE
US NAVAL SUPPORT ACTIVITY – NAPLES ITALY**



FACT SHEET

LEAVE FUEL AUTHORIZATIONS

Please ensure you have the following documents readily available:

- Identification card
- Original leave forms (copies) from Military personnel / Admin
- Leave request for Civilians
 - o Needs to be signed by a Department Head or Organization Commander
 - o Needs to identify destination (by city)

IMPORTANT TO KNOW:

- Leave fuel will not be issued for expired leave orders!
- Leave fuel is only authorized for personnel with a monthly gasoline ration of 300 liters or less
- Leave fuel is based on your destination and engine size
- Only valid three times per “fiscal year (Oct – Sep)” and limited to once a month
- Maximum of 100 liters per leave period are authorized
- Leave fuel will not be provided to personnel with an expired registration on any vehicle
- Go to Navy Exchange Residential Services Office for temporary leave fuel card

WHERE CAN I GET THE LEAVE FUEL AUTHORIZATION ?

- Vehicle Registered at Naples: Any of the MVRO offices
- All Others: Report to the Foreign Tax Relief Program Office at NSA Capodichino Supply. For additional information, call 626-5439.

Support Site Main Office – Phone DSN 629-6876 – Com 081 811 6876 - Fax DSN 629 6881 – Com 081 811 6881

Capo Office Phone DSN 626 1366/5434 – Com 081 568 1366/5434 - Fax DSN 626 2830 – Com 081 568 2830

Gaeta Office Phone DSN 626 8302 - Fax DSN 626 8339 – Hours of operations: By appointment only

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

Email: usn.naples.navsupactnaplesit.mbx.mvro@us.navy.mil



**APPOINTMENTS ARE REQUIRED MONDAY TO FRIDAY.
CUSTOMERS ACCEPTED UNTIL 1430, OFFICE CLOSED 1500
HOURS OF OPERATION – MONDAY THROUGH FRIDAY 0745-1145, 1245-1500
CLOSED FOR TRAINING MONTHLY, ANNOUNCED VIA PAO NOTES**