



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

NAVSUPPACTNAPLESINST 11101.8H CH-1
N93
11 JAN 2021

NAVSUPPACT NAPLES INSTRUCTION 11101.8H CHANGE TRANSMITTAL 1

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

Subj: FAMILY HOUSING LOANER FURNISHINGS/PARTIAL FULL TOUR
FURNISHINGS/SINGLE SERVICE MEMBER FURNISHINGS PROGRAMS

Encl: (1) Revised enclosure (6)

1. Purpose. To promulgate change 1 to subject instruction.


2. Action. Enclosure (1) supersedes enclosure (6) of basic instruction.

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. 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 be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


J.W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cniv.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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PRICE LIST FOR LOANER FURNITURE/PARTIAL FULL – TOUR
FURNISHINGS REPAIR, CLEANING AND REPLACEMENT

ITEM/SIZE	SERVICE REPAIR MINOR COST	REPAIR LABOR COST	CLEANING COST	REPLACE COST	REPLACE COST (After 3 Years)
Armchair	Not Applicable	\$40.00	\$15.00	\$290.00	\$145.00
Coffee Table	\$10.00	\$40.00	\$15.00	\$196.00	\$98.00
Crib Mattress	Not repairable	Not repairable	\$15.00	\$110.00	\$55.00
Dining Chair	Not Applicable	\$40.00	\$15.00	\$120.00	\$60.00
Dining Table Rect.	Not Applicable	\$40.00	\$15.00	\$175.00	\$88.00
Dresser, Chest	\$10.00	\$40.00	\$15.00	\$292.00	\$146.00
Dryer, Large	\$50.00	\$50.00	\$15.00	\$540.00	\$270.00
Dryer, Large Elect.	\$50.00	\$50.00	\$15.00	\$410.00	\$205.00
Dryer, Small	\$50.00	\$50.00	\$15.00	\$364.00	\$182.00
End Table	\$10.00	\$40.00	\$15.00	\$135.00	\$68.00
Loveseat	Not Applicable	\$40.00	\$15.00	\$400.00	\$200.00
Mattress, Double	Not Repairable	Not Repairable	\$15.00	\$170.00	\$85.00
Mattress, Single	Not Repairable	Not Repairable	\$15.00	\$110.00	\$55.00
Microwave	\$50.00	\$50.00	\$15.00	\$140.00	\$70.00
Night Stand	\$10.00	\$40.00	\$15.00	\$1350.00	\$68.00
Refrigerator, Large	\$50.00	\$50.00	\$15.00	\$408.00	\$204.00
Refrigerator, Small	\$50.00	\$50.00	\$15.00	\$350.00	\$175.00
Sat Decoder	Not Applicable	Not Applicable	Not Applicable	\$279.00	\$139.00
Stove, Large	\$50.00	\$50.00	\$15.00	\$508.00	\$254.00
Stove, Small	\$50.00	\$50.00	\$15.00	\$315.00	\$158.00
Wardrobe Door	Only replace.	Only replace.	Not Applicable	\$60.00	\$30.00
Wardrobe , Large	Only replace.	Only replace.	Not Applicable	\$210.00	\$105.00
Washer, Large	\$50.00	\$50.00	\$15.00	\$455.00	\$228.00
Washer, Small	\$50.00	\$50.00	\$15.00	\$340.00	\$170.00
Washer, Large LG	\$50.00	\$50.00	\$15.00	\$563.00	\$281.00



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NAVSUPPACTNAPLESINST 11101.8H
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15 OCT 2018

NAVSUPPACT NAPLES INSTRUCTION 11101.8H

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

Subj: FAMILY HOUSING LOANER FURNISHINGS/PARTIAL FULL-TOUR
FURNISHINGS/SINGLE SERVICE MEMBER FURNISHINGS PROGRAMS

Ref: (a) DoD 4165.63-M
(b) NAVFACENGCOMINST 11101.97

Encl: (1) Partial Full – Tour Furnishing Program Inventory List
(2) Loaner Furniture Program Inventory List
(3) Single Service Member Furnishings Loaner Furniture
(4) Roles and Responsibilities of Applicant
(5) Housing Service Center Furniture and Appliance Agreement
(6) Price List for Loaner Furniture/Partial Full – Tour Furnishing Repair, Cleaning and Replacement

1. Purpose. To provide policy, procedures and guidance per references (a) and (b) for the use and management of the Housing Department Loaner Furniture (LF) program, the Partial Full – Tour Furnishings (PFTF) program and the Single Service Member Furnishings (SSMF) program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Cancellation. NAVSUPPACTNAPLESINST 11101.8G
3. Background. Per references (a) and (b), NAVSUPPACT Naples maintains government-owned LF for temporary loan to arriving and departing families throughout the NAVSUPPACT Naples area of responsibility (AOR). These items enable families to occupy permanent quarters prior to the arrival of household goods (HHG) and after HHG have been picked up for shipment prior to departure of the sponsor and/or family members. Additionally, the PFTF/SSMF items are available upon request and may be kept for the entire tour. LF, PFTF and SSMF furnishings consist of the items listed in enclosures (1) through (3). All LF, PFTF and SSMF items will be delivered in a clean and workable condition.
4. Eligibility
 - a. All military and Department of Defense (DoD) civilians stationed in the Naples area with a transportation agreement and who are entitled to shipment of HHG and have a lease agreement negotiated through NAVSUPPACT Naples housing office are eligible to receive furniture on a temporary basis while their HHG are in transit. The length of time the LF items are provided may not exceed 90 days, unless an extension is granted by the housing director. These same members are eligible to receive PFTF. When two separate military or DoD civilians live together, LF/PFTF items

are issued as one household. Eligibility of other personnel (i.e. contractors, reservists and foreign nationals) is determined on a case-by-case basis using their active duty orders and/or inter-service support agreement eligibility.

b. The SSMF program is authorized for all NAVSUPPACT Naples personnel and those assigned to shore commands in Gaeta and Rome. The LF is available for full tour. This program allows junior service members who cannot ship household goods to Gaeta or Rome to obtain PFTF and SSMF for their entire tour.

5. Procedures. The NAVSUPPACT Naples Housing Office will manage the family housing LF/PFTF/SSMF programs in Naples and its AOR. When requesting LF/PFTF/SSMF, the sponsor or authorized representative will be provided a copy of enclosure (4) which outlines roles and responsibilities; complete enclosure (5) which is electronically generated as part of the lease signing. It shall be submitted at least three working days prior to the desired delivery/pick up date. When requesting delivery, the sponsor or authorized representative will provide a copy of the sponsor's permanent change of station (PCS) orders, a copy of housing lease agreement, a phone number where they may be reached and verification of dependents. The sponsor will schedule the delivery appointment after the lease contract is signed or assignment to government quarters is accomplished. Applicants should have a confirmed delivery date of LF/PFTF/SSMF items prior to canceling hotel reservations. Items must be cleared from your account with the furnishings warehouse prior to departing or PCS. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property. Enclosure (6) provides a detailed list of costs associated with charges for repair, replacement, or cleaning of loaner furnishings or equipment

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

7. 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


T. A. ABRAHAMSON

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https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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**PARTIAL FULL – TOUR FURNISHING PROGRAM INVENTORY AND
FULL - TOUR SUPPLEMENTAL FURNISHINGS LIST**

1. The following items are loaned, subject to availability, for the full duration of your tour. Appliances may only be issued if your Landlord does not provide them:

<u>Item Description</u>	<u>Quantity Authorized</u>
Refrigerator*	1 European model, 220 V large or 1 European model, 220V small
Gas Stove*	1 European model, 220 V large or 1 European model, 220V small
Washer/Dryer *	1 American model, 220V large
Washer/Dryer Electric*	1 European model, 220V large or 1 European model, 220V small
Transformers	2 2000 watts
Microwave	1 European, 220V
Wardrobes	1 per family member
Satellite System	1 AFN Decoder, dish and dish servicing is not provided
Carbon Monoxide Detector	1 each

* Member has choice of large or small

2. Items must be cleared from your account with the furnishings warehouse prior to departure or Permanent Change of Station. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

3. Items issuance is subject to warehouse inventory stock levels.

**LOANER FURNITURE PROGRAM INVENTORY LIST
90-DAY LOANER FURNISHINGS**

1. These items are loaned, subject to availability, for a maximum of 90 Days for accompanied and/or unaccompanied military and civilian families on orders.

<u>Item Description</u>	<u>Quantity Authorized</u>
Dining Table	1 each
Dining Room Chairs	See note #1
Love Seat	1 each
Arm Chair	See note #1
Coffee Table	1 each
End Tables	2 each
Double Bed	See note #2
Single Bed	See note #1
Chest of Drawers	See note #1
Night Stands	See note #1
Crib	See note # 1 and #2
High Chair	See note #1 and #2

Note #1: The quantities of these items depend on the size and needs of the member and their family.

Note #2: These items are not available for the Single Service Member Furnishings program.

2. Items must be cleared from your account with the furnishings warehouse prior to departure or Permanent Change of Station. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

SINGLE SERVICE MEMBER FURNISHINGS LOANER FURNITURE

1. The following items are loaned, subject to availability, for the duration of your tour as a single military member.

<u>Item Description</u>	<u>Quantity Authorized</u>
Single Bed	1 each
Night Stand	1 each
Coffee Table	1 each
Armchair	1 each
Chest of drawers	1 each
Dining table w/chairs	1 table & 4 chairs
Loveseat	1 each
End table	1 each

2. Items must be cleared from your account with the furnishings warehouse prior to departing or PCS. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

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ROLES AND RESPONSIBILITIES OF APPLICANT

1. Personnel requesting Loaner Furniture (LF), Partial Full – Tour Furnishings (PFTF) and Single Service Member Furnishings (SSMF) will remain at their residence on the date scheduled by the Housing Warehouse for delivery, pickup or repair of LF/PFTF/SSMF. Failure to maintain an appointment will result in the member being charged for the cost of the attempted delivery, pickup or repair call. Delivery, pick up and repairs hours are from 0800 to 1700 daily except weekends and holidays. If the sponsor contacts the housing warehouse after 1500hrs the day before the expected delivery, he/she will be informed to expect either an AM (0800 – 1300) or PM (1300 – 1700) delivery.
2. The check-in inventory will be completed by the contractor and sponsor. The material condition, along with the quantity of each item, will be noted at the time of delivery or pick up of LF/PFTF/SSMF. All damages, discrepancies and cleanliness must be clearly annotated on the delivery request form. Thorough documentation of all damage, discrepancies and cleanliness is the responsibility of the sponsor. If no comments are noted, the condition is considered to be clean and in good condition. At no time will LF/PFTF/SSMF be stored, temporarily or permanently. It will not be set outside awaiting pickup or repair, or for any other reason. Outside is defined as at least one or more sides of the item being exposed to exterior elements. Residents are not authorized to move government owned furniture/appliances residential location without prior approval from the Housing Warehouse Supervisor. After delivery of HHG, entitlement to all LF ceases. Sponsors are responsible for contacting the Housing Office in the Support Site or Capo office to schedule a pickup date. One trip at government expense will be provided to pickup LF. Additional trips will be assessed charges based on cost to the government. Requests for retention of LF beyond the 90-day period of entitlement or after receipt of household goods (HHG), whichever is earlier, must be made in writing to the NAVSUPPACT Naples Housing Director, documenting justification. This request for retention should begin prior to the completion of the 90-day period.
3. PFTF/SSMF repair and trouble calls should be reported to the Warehouse Customer Service Desk at commercial 081-811-4242. The resident will be required to provide the following information when placing the repair/trouble call:
 - a. Name, rank, address and telephone number.
 - b. Type of appliance requiring service.
 - c. Description of problem or failure symptoms.
 - d. Date and block of time that repair is desired; morning (0800 – 1300) or afternoon (1300 – 1700).
 - e. Assurance that someone will be home on the date between times selected.
4. Emergency after hours appliance trouble calls will be placed to the NAVSUPPACT Naples Quarterdeck at 081-568-5547. The Command Duty Officer will, in turn, notify the Facilities

Division Director who will call appropriate personnel to carry out the repairs. If a refrigerator is out of service, an exchange replacement will be initiated. A replacement will be treated as an “emergency trouble call” and will be conducted within four hours of warehouse notification.

5. All appliances must be clean and ready for reissue at the time of pickup or a cleaning charge will be assessed to the sponsor in accordance with enclosure (5). All charges assessed must be paid in full prior to checkout for PCS transfers.

6. Responsibility of the Housing Office

a. Inform members that furnishings and equipment must be returned ready for immediate reissue and that they will be liable for any cleaning charges. Inform residents of their liability, per reference (b), for loss or damage to government furnishings caused by their negligence, willful misconduct, or that of their family members, guests and/or pets.

b. Inform residents of the safe and appropriate operation of appliances, to include written information on operation and maintenance of appliances as applicable. Maintain a supply of all required forms to ensure that personnel do not experience any unnecessary delay in applying for delivery or pickup of LF/PFTF/SSMF. Housing Office staff will ensure that the appropriate forms are properly completed and signed by the sponsor and that all required documents are attached.

c. Take aggressive action to collect all reimbursements for cleaning of, damage to or loss of government – owned LF/PFTF/SSMF. Under no circumstances will the Housing Office staff checkout a member if damage claims have not been paid in full or all items have not been returned.

d. Ensure that delivery and pick up of LF/PFTF/SSMF are accomplished within three working days after submittal of appropriate forms and ensure that repairs to LF/PFTF/SSMF are completed with one day of receiving a repair call.

HOUSING SERVICE CENTER (HSC) FURNITURE AND APPLIANCE AGREEMENT

Applicants must initial, sign and date indicating concurrence and understanding.

PLEASE NOTE: THERE ARE NO SCHEDULED EXACT APPOINTMENTS FOR DELIVERIES OR PICK-UPS. You may call the Housing Warehouse at 081-811-4242 (DSN 629-4242) 1500 hrs on the day prior to your scheduled delivery/pick up to confirm an AM or PM timeframe. Please be advised: the schedule may be affected by the weather, traffic, road conditions, incorrect maps and/or missed appointments.

___ I understand that I must schedule my delivery, pick-up or transfer in person at the Housing Office.

___ I understand that any changes to my requests must be completed in person 24 hours prior to my schedule timeframe at any of the housing offices.

___ I understand that I WILL BE CHARGED for MISSED appointments.

___ I understand that I must take delivery of my Loaner Furniture /PFTF on my scheduled day and ensure of its proper placement.

___ I understand that it is my responsibility to ensure that the furnishings/appliances I selected will fit and that my residence is outfitted with the proper connections. I agree to pay for any fee assessed for any replacements due to an error in selection.

___ I understand that all Loaner Furniture is available for me for a 90 day period ONLY and I am responsible for making arrangements for pick-up prior to the expiration period . If my household shipment is delayed, requiring a need for more than 90 days I will submit a letter to the Housing Director, Navy Family Housing, PSC 808 Box 7, FPO AE 09618-001, requesting an "Exception to Policy" and citing my justification.

___ I understand that it is my responsibility to inform the Housing Office if I should change residences, before relocating any government – owned furnishings.

___ I understand that if I relocate myself during my tour, and government-loaned furnishings must be moved by the warehouse contractor, I will pay a \$120.00 fee prior to the relocation.

___ I understand that it is my responsibility to return all Loaner Furniture and PFTF property to the Warehouse Office prior to my permanent change of duty station, retirement or detachment from the military.

___ I understand that if any service is needed for my government-owned appliances or Partial Full Tour Furnishings, I will call the Housing Warehouse Service Desk at 629-4242 to schedule

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a repair. All repairs for appliances will be scheduled for either AM (0800 to 1300) or PM (1300 to 1700). THERE ARE NO SCHEDULED EXACT APPOINTMENTS. If a transformer, and/or AFN decoder are in need of repair it is my responsibility to deliver them to the warehouse for replacement.

____ I understand that I am responsible for the condition and upkeep of all government issued appliances and furnishings during my possession. Under no circumstances will I store any equipment outdoors. I will examine each item at the time of delivery and pick-up. I will be charged for any and all repairs, replacement, or cleaning beyond normal wear and tear. I will contact Housing Warehouse Office concerning any charges before my departure.

Applicant's Signature _____

Date: _____

Counselor's Signature _____

Date: _____

**PRICE LIST FOR LOANER FURNITURE/PARTIAL FULL – TOUR
 FURNISHINGS REPAIR, CLEANING AND REPLACEMENT**

ITEM/SIZE	SERVICE REPAIR MINOR COST	REPAIR LABOR COST	CLEANING COST	REPLACE COST	REPLACE COST (After 3 Years)
Armchair	Not Applicable	\$40.00	\$15.00	\$405.00	\$202.00
Bedspring, Dbl.	Only replace.	Only replace.	Not Applicable	\$182.00	\$91.00
Bedspring, Single	Only replace.	Only replace.	Not Applicable	\$159.00	\$79.00
Coffee Table	\$10.00	\$40.00	\$15.00	\$196.00	\$98.00
Crib Mattress	Not repairable	Not repairable	\$15.00	\$35.00	\$17.00
Dining Chair	Not Applicable	\$40.00	\$15.00	\$149.00	\$74.00
Dining Table Drop.	Not Applicable	\$40.00	\$15.00	\$290.00	\$145.00
Dining Table Rect.	Not Applicable	\$40.00	\$15.00	\$550.00	\$275.00
Dresser, Chest	\$10.00	\$40.00	\$15.00	\$303.00	\$151.00
Dryer, Large	\$50.00	\$50.00	\$15.00	\$540.00	\$270.00
Dryer, Large Elect.	\$50.00	\$50.00	\$15.00	\$530.00	\$265.00
Dryer, Small	\$50.00	\$50.00	\$15.00	\$300.00	\$150.00
End Table	\$10.00	\$40.00	\$15.00	\$168.00	\$84.00
Footboard, Double	\$10.00	\$40.00	\$15.00	\$290.00	\$145.00
Footboard, Single	\$10.00	\$40.00	\$15.00	\$218.00	\$109.00
Headboard, Double	\$10.00	\$40.00	\$15.00	\$290.00	\$145.00
Headboard, Single	\$10.00	\$40.00	\$15.00	\$218.00	\$109.00
Hutch, 2 Door	\$10.00	\$40.00	\$15.00	\$490.00	\$245.00
Hutch, 3 Door	\$10.00	\$40.00	\$15.00	\$554.00	\$277.00
Loveseat	Not Applicable	\$40.00	\$15.00	\$770.00	\$385.00
Mattress, Double	Not Repairable	Not Repairable	\$15.00	\$363.00	\$181.00
Mattress, Single	Not Repairable	Not Repairable	\$15.00	\$290.00	\$145.00
Microwave	\$50.00	\$50.00	\$15.00	\$350.00	\$175.00
Microwave Plate	Not Applicable	Not Applicable	\$15.00	\$20.00	\$10.00
Night Stand	\$10.00	\$40.00	\$15.00	\$180.00	\$90.00
Refrigerator, Large	\$50.00	\$50.00	\$15.00	\$560.00	\$280.00
Refrigerator, Small	\$50.00	\$50.00	\$15.00	\$450.00	\$225.00
Sat Decoder	Not Applicable	Not Applicable	Not Applicable	\$279.00	\$139.00
Stove, Large	\$50.00	\$50.00	\$15.00	\$550.00	\$275.00
Stove, Small	\$50.00	\$50.00	\$15.00	\$314.00	\$157.00
Wardrobe Door	Only replace.	Only replace.	Not Applicable	\$70.00	\$35.00
Wardrobe , Large	Only replace.	Only replace.	Not Applicable	\$350.00	\$175.00
Washer, Large	\$50.00	\$50.00	\$15.00	\$415.00	\$207.00
Washer, Small	\$50.00	\$50.00	\$15.00	\$251.00	\$125.00
Washer, Large LG	\$50.00	\$50.00	\$15.00	\$563.00	\$281.00