

### DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 11240.29E N34 2 0 JUL 2021

### NAVSUPPACT NAPLES INSTRUCTION 11240.29E

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

Subj: ALLIED FORCES ITALY DRIVER'S LICENSE POLICY

Ref: (a) COMUSNAVEURINST 5840.2E, Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and driver's Licenses, Civilian Component and Technical Representative Status

- (b) Memorandum of Understanding between the Ministry of Defense of the Republic of Italy and the Department of Defense of the United States of America of 2 Feb 95
- (c) NAVSUPPACTNAPLESINST 11200.2B, Manual for the Operation of Motor Vehicles
- (d) COMNAVREGEURINST 5100.1, Traffic Safety Program
- (e) NAVSUPPACTNAPLESINST 5100.11D, Traffic Safety Program

Encl: (1) Sample Allied Forces Italy (AFI) Driver License

- (2) Sample of U.S. Forces in Italy Motor Vehicle Operator's License
- (3) Sample Translation of Motor Vehicle Operator's license (AFSOUTH Form 297 Nov 73)
- (4) States with Active Duty Military Extensions
- (5) Application for Allied Forces Italy (AFI) Driver's License
- 1. <u>Purpose</u>. To promulgate procedures for issuance of an Allied Forces Italy (AFI) driver's license to eligible personnel in the Naples community.
- 2. Cancellation. NAVSUPPACTNAPLESINST 11240.29D
- 3. <u>Applicability</u>. This instruction applies to all U.S. Department of Defense (DoD) military, (to include members assigned to Joint Forces Command), and their dependents that desire the issuance of an AFI driver's license (enclosure (1)) or U.S. Forces in Italy Motor Vehicle operator's license (enclosure (2)) through the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Motor Vehicle Registration Office (MVRO).
- 4. <u>Authority</u>. Per reference (a), the Commanding Officer (CO) NAVSUPPACT Naples is ultimately responsible for establishing policy on the issuance of motor vehicle operator permits and controlling licensing procedures for all U.S. personnel assigned to the territory south of a line drawn east-west through Grosseto, including the Islands of Sardinia and Sicily. The CO has further delegated AFI driver's license and program management authority to the CO, U.S. Naval Air Station, Sigonella, Italy, for all personnel assigned to Sicily.

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### 5. Background

- a. Reference (a) provides that no one will drive an AFI-plated vehicle who is not entitled to do so and who is not in possession of an AFI driver's license, a U.S. Forces in Italy Motor Vehicle operator's license, or a valid operator's license accompanied by an official translation certified by the sponsor's command, attesting to the sponsor's status and the driver's authorization to use the sponsor's vehicle.
- b. U.S. DoD military and civilian personnel and their dependents are granted the privilege of operating a Privately Owned Vehicle (POV) while stationed in Italy, if they comply with the conditions set forth by the U.S. and Italian governments, as administered by NAVSUPPACT Naples, and as set forth in reference (a).
- c. Per reference (b), U.S. authorities are authorized to issue an AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license to U.S. DoD military and civilian personnel and their dependents only after ascertaining the driving capability and knowledge of the Italian traffic rules.
- 6. <u>Eligibility</u>. In order for an individual to be issued an AFI driver's license, U.S. Forces in Italy Motor Vehicle operator's license, or an official translation for North Atlantic Treaty Organization (NATO) personnel, the applicant must satisfy all of the following eligibility criteria:
  - a. Be at least 18 years of age at the time of application.
  - b. Possess one of the following:
    - (1) A valid driver's license from one of the 50 states or U.S. territories.
    - (2) A valid driver's license from another country.
    - (3) A valid International driver's license.
  - c. Attend Local Driver's Safety Indoctrination Training.
- (1) Because of the many differences in traffic laws and customs between the U.S. and Italy, a formalized Local Driver Safety Indoctrination Training has been developed. Attendance at the indoctrination training is required to ensure drivers are aware of local driving conditions. Per reference (d), all Department of the Navy (DoN) personnel (military and civilian) assigned in the Naples area (including Joint Forces Command) must attend the local traffic safety course.
- (2) An AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license must not be issued prior to attending this local orientation training. The training will be conducted by NAVSUPPACT Naples Safety Office personnel as part of the Fleet and Family Support Center's (FFSC) Area Orientation.

- d. Successfully pass the MVRO Italian Road Sign Test. An Italian Road Sign study guide is issued by FFSC on the first day of the Area Orientation brief. All U.S. personnel must pass an Italian Road Sign test prior to the issuance of an AFI driver's license. The test will consist of 48 multiple-choice questions; 46 of 48 questions must be answered correctly to receive a passing grade. Individuals who fail the test three times will be scheduled for remedial driver training and re-tested at a later date.
- e. Members with a valid U.S. Army Europe (USAREUR) U.S. Forces Certificate of license (AE Form 190-1F) will not need to take the Italian Road Sign Test but are required to attend the local driver Safety Orientation Course prior to issuance of the AFI driver license.
- f. Italian Nationals who are also dependents of AFI eligible military or civilian members must obtain a valid Italian license within one year of residency. The valid Italian license is required in conjunction with the AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license to operate an AFI registered vehicle.
- g. The Translation of Motor Vehicle operator's license (enclosure (3)) issued by Joint Forces Command is only used for NATO personnel and their dependents. All U.S. DoD personnel (military and civilian) assigned to the Naples community will be issued an AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license.
- 7. Expiration Date of AFI driver's license. The expiration date on the AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license will be as follows:
  - a. For U.S. military, DoD civilian and their dependents, the earliest of:
- (1) 30 days after the sponsor's Projected Rotation Date (PRD)/Date Estimated Return From Overseas (DEROS), or
  - (2) Expiration of the U.S. DoD/Uniformed Services Identification and Privilege Card.
- b. For DoD contractors and their dependents. The AFI driver license or U.S. Forces in Italy Motor Vehicle operator's license will expire on the date of expiration of the member's Letter of Logistical Support.
  - c. For dependents who are also Italian Nationals:
    - (1) Without a valid Italian driver's license, one year from date of arrival.
- (2) With valid Italian driver's license, the expiration date of Italian driver's license or 30 days after the sponsor's PRD/DEROS, whichever is earlier.
- d. Regardless of the expiration date annotated on the license, all AFI driver's licenses or U.S. Forces in Italy Motor Vehicle operator licenses expire when AFI privileges are no longer authorized due to retirement, separation, or loss of logistical support privileges.

- e. All U.S. personnel should strive to maintain a valid stateside license for use while Temporary Assigned Duty/Temporary Duty (TAD/TDY) or "On Leave" in the United States. See enclosure (4) for states/territories which allow for automatic extension, or renewal by mail of stateside licenses for active duty members and dependents out of state, or for DoD civilians who are assigned overseas.
- f. Some Continental United States (CONUS) police departments and car rental companies may not acknowledge the AFI driver's license as a valid license. MVRO will issue a letter indicating the AFI driver's license is considered a valid license under Article IV of the NATO Status of Forces Agreement if required. Please check with your local Department of Motor Vehicle (DMV) and rental car company prior to requesting this letter.

### 8. Temporary licenses

a. Personnel in a TAD/TDY status. Personnel in a TAD/TDY status for less than 60 days may receive an AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license without the required local orientation training and testing but must comply with the requirements of subparagraphs 6a and 6b above. They must attach one of the licenses identified in subparagraph 6b and a copy of their TAD/TDY orders to the AFI driver's license application (enclosure (5)). The license will be issued for the duration of the TAD period, not to exceed 60 days. TAD/TDY personnel will be issued a copy of the road signs study guide and will be held accountable for its contents and for complying with all Italian traffic laws.

#### b. Other cases

- (1) Members who arrive with an expired stateside licenses.
- (a) A 60-day temporary AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license may be issued if the member arrives in the Naples community with an expired stateside license, upon verification that the individual submitted a proper renewal request to his/her licensing authority prior to expiration. Exceptions to this policy will be granted on a case-by-case basis due to extenuating circumstances. Submittal of a license renewal is the individual's responsibility. The MVRO can provide assistance with information concerning addresses and telephone numbers of licensing authorities found in the American Automobile Association (AAA) Digest of Motor Laws, or similar publication. The AAA Digest can be accessed at: <a href="https://drivinglaws.aaa.com/">https://drivinglaws.aaa.com/</a>.
- (b) Cases will undoubtedly arise where personnel have made "good-faith" attempts to obtain an updated license from their licensing authorities and have failed to receive them. In these cases, after the applicant has met the requirements of paragraphs 6a, 6c, and 6d, and presented some firm proof of correspondence with the licensing authority, an extension not to exceed the tour length or period of employment of the sponsor, may be granted. If otherwise unfeasible to obtain proof of correspondence, a written statement by the applicant attesting to his/her attempts may be submitted with the application. Applications submitted under this subparagraph will be considered on a case-by-case basis.

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(2) 60-day temporary licenses will not be issued for any purpose other than lost, stolen, or expired stateside licenses. Temporary licenses will not be granted if the individual's driving privileges have been revoked or suspended by the CO, or other competent authority (e.g. DMV issuing activity).

### 9. Motorcycles and Mopeds

a. <u>Operation</u>. In order to operate a motorcycle (50cc and above), moped, low speed vehicle or any other motorized bicycle (49cc and below), personnel must meet requirements set in subparagraphs 6a, 6b, 6c, and 6d of this instruction, and must qualify within one of the following categories:

### (1) Stateside Motorcycle Endorsement Category

- (a) Possess a valid stateside driver's license with a "motorcycle endorsement;" and
- (b) Be registered (with an official letter provided by the NAVSUPPACT Naples Traffic Safety Office) as having successfully completed the Motorcycle Safety Foundation Approved Motorcycle Safety Course administered by NAVSUPPACT Naples within 60 days of initial registration.

### (2) No Stateside Motorcycle Endorsement Category

- (a) Possess a valid driver's license from a state and successfully completed the Motorcycle Safety Foundation Approved Basic Rider Course (BRC) administered by NAVSUPPACT Naples.
- (b) An endorsement, valid only in Italy, will be issued with the AFI license. It is the responsibility of the member to contact the stateside licensing authority to have this endorsement added.
- b. Motorcycle Registration Restrictions. An individual who qualifies for category 9(a)(2) above, may be allowed to complete a "Limited Registration" of their motorcycle/scooter without having completed the Motorcycle Safety Foundation (MSF) Course. However, the individual must have an official letter stating that they are registered for said course. Such an individual will be allowed to register said motorcycle/scooter in the Region Central Motor Vehicle Office (CMVRO) system, but it may not be operated until the BRC has been successfully completed with annotation on the AFI driver's license. Failure to attend the scheduled MSF Course will result in the suspension of Tax-Free Gas privileges until the course is completed.
- c. <u>Motorcycle Validation Process</u>. The U.S. Forces in Italy Motor Vehicle operator's license will be stamped with "validated for two-wheeled motor vehicle operation" upon satisfaction of the requirements identified in this instruction. AFI driver's license will be reissued and updated with class A driver's endorsement (front of license item nr 9).

- d. DoD personnel (military or civilian) and their dependents must be 18 years of age and possess a valid driver's license from their state/country of residence in order to operate a motorcycle, moped (49cc and below), low speed vehicle (designed for street use) or any other motorized bicycle.
- 10. <u>Temporary Suspension</u>. Suspensions and revocations of AFI driver's license, U.S. Forces in Italy Motor Vehicle operator's licenses or Translation of Motor Vehicle operator's licenses are regulated by reference (c).
- 11. <u>Implied Consent Provision</u>. Persons who have an AFI driver's license or who operate a POV are understood to have given their consent to chemical tests for alcohol or other drugs on their breath or in their blood or urine if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or otherwise in physical control of a motor vehicle. Licences who refuse to submit to testing administered by U.S. Forces or Italian civil authorities will have their AFI driver's license privileges revoked.
- 12. <u>Lost or Stolen Licenses</u>. In the event an AFI driver's license or U.S. Forces in Italy Motor Vehicle operator's license is lost or stolen, the individual must report to the local Security Office to make a voluntary statement about the circumstance surrounding the loss. Proof of this voluntary statement must be presented to the MVRO so they can make a duplicate copy.
- 13. <u>Travel to Other European Countries</u>. Some countries in the European Union will not acknowledge the AFI driver's license when accompanied with a valid U.S. DoD/Uniformed Services Identification and Privilege Card, and require individuals to have an International driver's license in their possession. Personnel must however have in their possession at all times an AFI issued license when operating an AFI registered vehicle. Applications for an International driver's license can be obtained through the MVRO or on-line via the internet. Be aware that International driver's licenses are not valid in the issuing country.
- 14. <u>International Certificate of Insurance</u>. An International Certificate of Insurance (green card) is required in most European countries, and may be obtained from your insurance company. The international certificate of insurance must be valid for the entire time outside of Italy, and should be displayed in the windshield of your vehicle.
- 15. <u>Responsibility</u>. The MVRO Director is responsible for the overall coordination of the issuing of the U.S. Forces in Italy Motor Vehicle operator's license or AFI driver's license.
- 16. <u>Unusual Cases</u>. Specific cases not addressed by this instruction will be forwarded to the NAVSUPPACT Naples Security Officer via the MVRO Director or the CMVRO for resolution.

### 17. 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

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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).
- 18. 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.
- 19. <u>Forms</u>. All applicable forms can be found at: https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa\_naples/about/departments/administration\_n1/administrative\_services/forms.html

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Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa\_naples/about/departments/admi

nistration n1/administrative services/instructions.html

### SAMPLE ALLIED FORCES ITALY (AFI) DRIVER LICENSE

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	ESS ACCOMPANIED BY A VALID UNITED STATES UNIFORMED IDENTIFICATION AND PRIVILEGE CARD
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A = Motock	cio B = Automobile

SAMPLE BACK SIDE

### SAMPLE U.S. FORCES IN ITALY MOTOR VEHICLE OPERATORS LICENSE

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For Official Use Only - Privacy Sensitive

### SAMPLE FRONT SIDE

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U.S. FORCES IN ITALY	_
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VOID UNLESS ACCOMPAINED BY A VALID DRIVERS LICENSE	
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BREATH, URINE, OR ANY OTHER BODILY SUBSTANCE FOR	7
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# SAMPLE BACK SIDE MUST HAVE MVRO RAISED SEAL MUST BE SIGNED BY MEMBER, DO NOT LAMINATE

# SAMPLE TRANSLATION OF MOTOR VEHICLE OPERATORS LICENSE (AFSOUTH FORM 297 NOV 73)

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### SAMPLE FRONT SIDE



SAMPLE BACK SIDE MUST BE SIGNED BY MEMBER, DO NOT LAMINATE

### STATES WITH ACTIVE DUTY MILITARY EXTENSIONS

<u>STATE</u> <u>STATE</u>

Alaska Arizona

California (Note #1) Colorado (Note #7)

Georgia (Note #8) Hawaii
Illinois (Note #1) Indiana

Iowa (Note #7) Maryland (Note #7)

Massachusetts Michigan
Minnesota Montana

Nebraska (Note #1) New Jersey (Note #1)

New Mexico New York
North Dakota Oklahoma
Pennsylvania South Dakota

Tennessee (Note #2) Texas

Utah Vermont (Note #3)

Virginia (Note #1) Washington (Note #4)

West Virginia (Note #5) Wisconsin (Note #6)

### NOTES

- Needs Card
- 2. License must be stamped with Code 30
- 3. Automatic Renewal 4 years maximum
- 4. Must Apply in Person
- 5. Automatic Renewal 6 months maximum
- 6. Must have note in DMV Driving Record
- 7. Must make request for extension
- 8. 6 months grace period

# 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 Y	YES: WHEN/ WHERE		
BASE AT WHICH THEY WILL BE	WORKING			
	(i.e. Canodichino, Sun	port Site, JFC, etc.)		
DRIVERS LICENSE INF	ORMATION: (Fill in ALL blan	ks, even if YOU are the sponsor.		
FULL NAME				
(LAST, FIRST, M	.I.) YOUR NAME AS INDICATED ON YOU	R U.S. DRIVERS LICENSE		
STATE OF ISSUE	U.S.LICENSE NUMBER			
EXPIRATION DATE	(MM/DD/YY) GLASSES RE	QUIRED? YES NO		
	NT AND SAFETY COURSE COMPLETI			
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DATE OF BIRTH (MM/DD/YY	) (City, State.	Country) DO NOT ABBREVIATE		
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ARE YOU A FAMILY MEMBE	er? Yes No Your relati	ION TO SPONSOR		
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SIGNATURE OF APPLICANT_		DATE		
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### NOTES:

- 1. You <u>must</u> be at least 18 years of age and you <u>must</u> 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.
- 2. Please attach a copy of your valid US driver license to this application.
- 3. 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.

NAVSUPPACT NAPLES FORM 11240/1 (New 6-21)

### 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.