



DEPARTMENT OF THE NAVY

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 1300.1
N00
17 Mar 2026

NAVSUPPACT NAPLES INSTRUCTION 1300.1

From: Commanding Officer, Naval Support Activity Naples, Italy

Subj: LOCAL COMMAND SPONSORSHIP

Ref: (a) MILPERSMAN 1300-150 through 210
(b) NAVSUPPACTNAPLESINST 1752.1G
(c) NAVSUPPACTNAPLESINST 1900.1C
(d) Joint Travel Regulations
(e) NAVPERS 15909G Enlisted Transfer Manual
(f) NAVSUPPACTNAPLESINST 1754.1E

Encl: (1) Local Command Sponsorship of Family Members Requirements

1. Purpose. To provide guidelines for approving Naval Support Activity Naples, Italy (NSA Naples) Local Command Sponsorship.

2. Background. The Agreement on Defense Cooperation between NSA Naples and the United States of America requires all family members obtain command sponsorship in order to utilize base facilities and determine eligibility for overseas station allowances. Therefore, it is important that potential sponsors review references (a) through (f) prior to requesting command sponsorship for family members. This instruction provides guidance for processing command sponsorship requests. It is also a valuable source of information for sponsors so they may provide clear advice to Service members transitioning to an overseas duty station.

3. Responsibilities

a. Commanding Officer (CO). The NSA Naples CO has approval authority for command sponsorship of dependents and will ensure all documentation showing that the requirements of this instruction and reference (a) are met prior to favorable endorsement.

b. Command Pay and Personnel Administrator

(1) Upon receipt of incoming personnel, complete a record search to ensure proper screening, obligated service requirements, and tour lengths have been met and forward appropriate messages for those who fail to comply with transfer directives.

(2) Upon receipt of a command sponsorship request for acquired family members, ensure provisions of reference (a) and this instruction have been fulfilled prior to authorizing/issuing appropriate command sponsorship documentation/pay allowances.

4. Policy

a. Military personnel. Command sponsorship for family members may be obtained under the following categories:

(1) Family member arrives with sponsor pursuant to dependent-accompanied orders. These personnel are automatically command sponsored provided they have completed overseas screening, Service member has sufficient obligated service to complete an accompanied tour, 36 months or as prescribed by their accompanied orders, and obtained passport and VISA requirements IAW the Foreign Clearance Guide. A child born of a marriage during a current accompanied overseas tour is automatically eligible for command sponsorship.

(2) Service member acquires a family member. An acquired family member is an individual who becomes a family member through marriage, adoption, or other action during the course of a Service member's current overseas tour of duty. Overseas station allowance will commence upon the approval of a request for command sponsorship. Acquired family members may be command sponsored provided all of the following conditions are met:

(a) Service member's orders to NSA Naples are for 36 months or as prescribed by their accompanied orders.

(b) The member has 12 months remaining on their overseas tour after application of command sponsorship or arrival of dependents.

(c) Family member(s) complete overseas screening and are suitable for overseas assignment.

(d) Marriage has been approved by NSA Naples per reference (b) for personnel who marry or married to a foreign national. All Service members marrying a foreign national overseas require marriage approval from the appropriate authority.

(e) For dual military couples when one is separating to become a family member, local separation is approved by NSA Naples per reference (c).

(f) Obtained an office passport and Italian VISA.

b. Civilian employees. Command sponsorship for family members may be obtained under the following categories.

(1) Family member arrives with sponsor pursuant to dependent-accompanied orders. These personnel are automatically command sponsored provided that the family member meets the definition of dependents in reference (d).

(2) These dependents are command sponsored upon approval of a request for command sponsorship.

(3) Approval of command sponsorship does not automatically entitle family member travel at government expense. Reference (d) should be fully reviewed for civilian employee dependent travel entitlements separate from command sponsorship.

c. Family members who arrive before the arrival of their sponsor will not be command sponsored until after the sponsor arrives for duty.

d. When the sponsor departs the overseas duty station before the family member(s) during a permanent change of station transfer, the family member(s) lose their command sponsorship upon sponsor's departure.

(1) Those personnel who meet the criteria established in reference (c) may request to stay locally in Naples.

(2) Those who do not meet the criteria of reference (c), or whose request to stay locally in Naples is disapproved, will be considered tourists under Italian law and will be ineligible to use base facilities with the exception of the hospital and space available government air travel.

(3) Those personnel who meet the criteria of reference (f) may request continued logistic support of command sponsored dependents upon departure of the sponsor.

e. Family members who return to CONUS under early return of dependents procedures lose their command sponsorship. Command sponsorship may be reacquired by the family members if:

(1) They return to the overseas duty station at personal expense, unless return at government expense is authorized per references (d) and (e).

(2) The sponsor reapplies for command sponsorship under the procedures for acquired family members.

(3) The sponsor extends their obligation for 24 months per reference (a).

f. Command sponsorship may only be revoked by following the procedures established in reference (a).

5. Exception to Policy. Except for children born of a marriage during an accompanied tour, the member must submit a request to the Commanding Officer via the chain of command for approval of command sponsorship. Request must include:

(1) Completed Overseas Suitability Screening form.

(2) Approved PRD extension (for those with less than a 36-month tour).

(3) Approved marriage request (marry or married to a foreign national).

(4) NAVPERS 1070/602 showing family member's status.

(5) Approved local separation (for military married to military where one is separating to become a dependent).

6. 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).

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 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.

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Releasability and distribution:

This instruction is cleared for public release and is available via the NSA Naples website:

<https://cnreurafcnt.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

17 Mar 2026

LOCAL COMMAND SPONSORSHIP OF FAMILY MEMBERS REQUIREMENTS

In order to submit your package successfully you must include the following:

- _____ (1) Completed Overseas Suitability Screening Form.
- _____ (2) Approved PRD extension (for those with less than a 36-month tour) FLTMPs .
- _____ (3) Approved marriage request (marry or married to a foreign national.).
- _____ (4) NAVPERS 1070/602 showing family member's status.
- _____ (5) Approved local separation (for military married to military where one is separating to become a dependent).

Please ensure that you have reviewed the cited criteria as per NAVSUPPACTNAPLESINST 1300.1.

For an electronic version of NAVSUPPACTNAPLESINST 1300.1, please visit <https://cnreurafcnt.cnid.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions>:

For any questions or concerns, please contact the Installation Administration Department, located in Admin 1, second floor.

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