



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

NAVSUPPACTNAPLESINST 1740.2F
N00
29 Jul 25

NAVSUPPACT NAPLES INSTRUCTION 1740.2F

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

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3E
(b) COMNAVREGEURAFCENT INSTRUCTION 1754.1A
(c) NAVSUPPACTNAPLESINST 1754.8
(d) COMNAVREGEURAFSWAINST 1754.1

Encl (1) Commanding Officer Welcome Aboard Letter
(2) Welcome Aboard Message (OIX)
(3) Sponsor Program Evaluation Form
(4) Welcome Aboard Email Package
(5) Gaeta Welcome Aboard Letter
(6) Command Sponsorship Monthly Report

1. Purpose. To set forth the guidelines for implementation of the sponsor program per reference (a).
2. Cancellation. NAVSUPPACTNAPLESINST 1740.2E
3. Applicability. This instruction applies to all military personnel and all personnel assigned as sponsors to military personnel. Assigned to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy and its subordinate units.
4. Background. Reference (a) requires every Navy command to maintain an effective sponsor program. The NAVSUPPACT Naples Sponsor Program ensures that all assigned personnel receive a personalized welcome and assistance in transitioning to their new command. An effective sponsor program contributes directly to the reduction of stress associated with a permanent change of station. It is important to the well-being and morale of personnel assigned to the NAVSUPPACT Naples area that assistance is provided by sponsors genuinely interested in the personal and cultural adjustment of new arrivals. Sponsor program training for the Naples Community is provided by the Fleet and Family Support Center (FFSC) and provides sponsors the information necessary to successfully fulfill their responsibilities.
5. Policy. Assignment of sponsors will not be delegated below the department head level. The sponsor program is of sufficient importance at this command that positive, as well as negative, performance as an assigned sponsor may be noted in fitness reports and enlisted evaluations.

The NAVSUPPACT Naples Sponsor Program is under the cognizance of the Command Sponsor Coordinator and is overseen by the Command Master Chief.

6. Action. To accomplish this program, the following responsibilities are assigned:

a. The Command Sponsor Coordinator will:

- (1) Have a clear record showing sustained superior performance.
- (2) Have a positive attitude toward the command, its personnel, and the local area.
- (3) Have enthusiasm for meeting and helping people.
- (4) Have been on board NAVSUPPACT Naples for a minimum of one year.
- (5) Have access to Career Information Management System (CIMS).
- (6) Obtain an accurate list of all personnel assigned to the 7 UIC's associated with NAVSUPPACT Naples, Italy.
- (7) Upon notification of incoming personnel, track completion of key events to include:
 - (a) Coordinate with Departmental sponsorship representative to assign each inbound gain a qualified sponsor.
 - (b) Prepare and transmit the Commanding Officer's (CO) welcome aboard message in OIX, enclosure (2), within 10 working days of receipt of orders.
 - (c) Make contact with incoming personnel within 10 working days, and send a digital welcome aboard package. Enclosure (4)
 - (d) Ensure incoming personnel specific to Gaeta receive a Gaeta welcome aboard letter in addition to the digital welcome aboard package. Enclosure (5)
 - (e) Forward sponsorship information to the Command Ombudsman.
- (8) Conduct frequent reviews to ensure the accuracy of information.
- (9) Ensure incoming personnel utilize the Microsoft Forms link provided to complete the Sponsorship Questionnaire subsequent to the permanent change of station process.



<https://forms.osi.apps.mil/r/m0ku72q2bv>

(10) Provide Navy Personnel Command (PERS 45), via e-mail at mill_pers-455inbox@navy.mil, with updated Command Sponsor Coordinator contact information to be included on Permanent Change of Station orders.

(11) Provide a monthly report to the XO NLT than the 5th of every months with incoming personnel, assigned sponsor, contact info, and other pertinent data as per ENCL (6).

(12) Participate in the Area Orientation Working group and provide updates and suggestions for content based on the feedback from the sponsor program

(13) Will Monitor the Sponsorship orgbox and follow up as required. Expected response time is less than three (3) business days.

b. Department Heads will:

(1) Appoint a sponsor for officers upon notification from Command Sponsor Coordinator within 72 hours of notification, utilizing the same criteria as enlisted Sailors (see paragraph 6.c.).

(2) Ensure that officers in their department, who are transferring to another command, are assigned sponsors by the gaining command.

c. Leading Chief Petty Officers and Leading Petty Officers will:

(1) Appoint a sponsor for enlisted Sailors upon notification from Command Sponsor Coordinator within 72 hours of notification. Select sponsors using the following guidelines:

(a) Same marital status (unless not possible) and same pay grade of prospective gain. In the event that a sponsor cannot be of equal pay grade, one pay grade above may be appointed.

(b) Is at least an E-5, or a senior E-4 on their second tour of duty with a must promote or early promote on their most recent evaluation.

(c) Familiarity with command and local area. A member must have been on board for a minimum of 9 months and should have at least 12 months remaining on board.

(d) Individuals scheduled to transfer should not be assigned as sponsors for their own relief.

(e) Scheduled leave or Temporary Assigned Duty will not interfere with duties as a sponsor. If circumstances arise which require a sponsor's absence after assignment (i.e., emergency leave), a replacement will be assigned and the Command Sponsor Coordinator will be notified via e-mail.

(f) Completed sponsorship training provided by FFSC.

NOTE: Sponsorship training is only required to attend one time in a Sailor's career. However, it is highly recommended that all Sailors serving in an OCONUS duty station attend sponsorship training as to the significant differences in PCS.

(2) Provide sponsors adequate time to assist newcomers in making a smooth transition to the new area.

(3) Ensure that enlisted Sailors in their department, who are transferring to another command, are assigned sponsors by the gaining command

d. Designated sponsors will:

(1) Attend FFSC sponsor training, if not already completed, and also take an annual sponsorship training refresher course with either FFSC or Command Sponsorship Coordinators to remain current on all changes to OCONUS environment.

(2) Be familiar with the command and its mission.

(3) Be familiar with policies and procedures.

(4) Know locations and services offered by all area support organizations (i.e. Naval Hospital, Branch Medical Clinic, Housing Office, Personnel Support Command, etc.).

(5) Be prepared to respond promptly to all requests for additional information or assistance. Use of e-mail, DSN telephones, and fax machines at government expense is authorized and encouraged to facilitate prompt response to questions.

(6) Be available to assist the new arrival with check-in procedures, familiarization with the immediate area and base facilities during the first few days after their arrival.

(7) Ensure child care needs and information are passed to the Child and Youth program director.

(8) Ensure all newly-arriving personnel over 18 years of age, including those on Temporary Assigned Duty (TAD) for more than 90 days, shall attend the Area Orientation class.

e. FFSC will conduct sponsor training quarterly, or more frequently as needed, and provide training completion data to the Command Sponsor Coordinator.

(1) The NSA Naples Fleet and Family Support Center Area Orientation Coordinator can be reached at DSN: (314)-629-6956; Commercial: (+39)-081-811-6945; or Email: nsanaplesao@us.navy.mil

f. NAVSUPPACT Naples Command Management Analyst will assign sponsors to civilian prospective gains in accordance with reference (d).

7. 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 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 tot his instruction or records disposition schedules, please contact the local record manager or the OPNAV Records Management Program (DNS-16).

8. 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.

RANDAZZO.J
OH.N.LUCIAN
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J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

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



Commanding Officer Welcome Aboard Letter

Month Day, YYYY

Dear Rate/Rank First MI. Last,

Welcome aboard! Congratulations on your orders to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. As the Flagship Installation in Europe, we provide support to U.S. Naval Forces Europe-Africa, supporting NATO, C6F, forward deployed ships, aircraft, joint and coalition forces, 55 supported commands, and 10,000 assigned personnel for facilities, military readiness, and command and control across the C6F AOR. You can expect your tour to be exciting, challenging, and rewarding.

As for Naples itself, it is a lively and unique place to call home. Located on the west coast of southern Italy on the Tyrrhenian Sea, Naples is a mixture of both old and new. You are sure to encounter rich history and a vibrant culture. Naples is a cosmopolitan city with a temperate climate and many incredible landscapes.

First and foremost, communication between you and the command enables us to ascertain your specific needs, and how we can best assist you in your transition to Italy. The following contact information is provided to facilitate communication between you and the command.

The NAVSUPPACT Naples Command Sponsor Coordinator can be reached at COMM: +39-081-568-5223, DSN: 314-626-5483, or e-mail: nsanaplessponsorship@us.navy.mil. Please note there may be a several hour time difference between your location and Italy.

I look forward to meeting you in the near future. Again, Welcome Aboard!

Sincerely,

J. L. RANDAZZO
CAPT, USN
COMMANDING OFFICER
U.S. NAVAL SUPPORT ACTIVITY,
NAPLES, ITALY

NAVSUPPACTNAPLESINST 1740.2F
29 Jul 25

Welcome Aboard Message (OIX)

FM NAVSUPPACT NAPLES IT
TO **USS LAST SHIP**
INFO NAVSUPPACT NAPLES IT
BT

UNCLAS

MSGID/GENADMIN/NAVSUPPACT NAPLES IT/MONTH//
SUBJ/WELCOME ABOARD ICO **ABH3 JOE SAILOR**, USN//
REF/A/DOC/OPNAVINST **1740.3D**//

AMPN/REF A IS COMMAND SPONSOR AND INDOCTRINATION PROGRAM
INSTRUCTION.

RMKS/1. PASS TO **ABH3 JOE SAILOR**.

2. BENVENUTI A NAPOLI (WELCOME TO NAPLES)! CONGRATULATIONS ON YOUR
ORDERS TO U.S. NAVAL SUPPORT ACTIVITY (NAVSUPPACT), NAPLES, ITALY.
AS THE PREMIERE NAVAL SUPPORT ACTIVITY IN THE AOR,
OUR MISSION IS TO PROVIDE OUTSTANDING SUPPORT TO THE NORTH ATLANTIC
TREATY ORGANIZATION AND SIXTH FLEET, AFLOAT UNITS, OVER 55 SUPPORTING
COMMANDS AND APPROXIMATELY 10,000 PERSONNEL. YOU WILL FIND YOUR
UPCOMING TOUR OF DUTY NOT ONLY CHALLENGING, BUT ALSO VERY REWARDING. START
YOUR NO FEE DEPENDENT PASSPORT AND VISA PROCESS ASAP AS THIS MAY TAKE SEVERAL
WEEKS TO COMPLETE. ALSO CONSIDER RENEWING YOUR TOURIST PASSPORT AS US
CONSULATE SERVICES ARE LIMITED IN NAPLES.

3. CAREFUL CONSIDERATION IS GIVEN TO ANY MEDICAL ISSUES ASSOCIATED
WITH SERVICE MEMBERS BEFORE THEY ARRIVE. YOU MUST COMPLETE AN
OVERSEAS SCREENING (OSS) **WITHIN 30 DAYS OF RECEIPT OF ORDERS**.
RESULTS OF THE OSS MUST BE FORWARDED TO THE APPROPRIATE RECEIVING
COMMAND. IN ADDITION, PLEASE FORWARD YOUR CURRENT MAILING ADDRESS,
AND COMMAND PHONE NUMBERS (DSN, COMM, AND FAX) TO YOUR SPONSOR.
ENSURE TO COORDINATE ALL MEDICAL CONCERNS THROUGH YOUR PRIMARY CARE
MANAGER PRIOR TO YOUR PERMANENT CHANGE OF STATION. IT IS THE
RESPONSIBILITY OF THE TRANSFERRING COMMAND TO REPORT ANY CHANGE IN
YOUR MEDICAL CONDITION OR OSS STATUS AFTER THE SCREENING IS
COMPLETED AND PRIOR TO TRANSFER. ALL QUESTIONS REGARDING MEDICAL
SUITABILITY FOR OVERSEAS ASSIGNMENT TO NAVSUPPACT NAPLES IN THE CASE
OF ACTIVE DUTY PERSONNEL SHOULD BE DIRECTED TO THE U.S. NAVAL
HOSPITAL, NAPLES, ITALY. IMPORTANT INFORMATION FOR NAVSUPPACT
NAPLES IS AS FOLLOWS:

NAVSUPPACT NAPLES MAILING ADDRESS:

COMMANDING OFFICER

U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

ATTN: COMMAND SPONSOR COORDINATOR

PSC 817 BOX 1

FPO AE 09622-0002

NAVSUPPACT NAPLES QUARTERDECK:

COMM: 011-39-081-568-5547

OVERSEAS DSN: 314-626-5547

ADDITIONAL INFORMATION:

COMMAND SPONSOR COORDINATOR EMAIL: nsanaplessponsorship@us.navy.mil

OMBUDSMAN EMAIL: NSA.NAPLES.OMB@GMAIL.COM

CNIC: WWW.CNIC.NAVY.MIL/NAPLES

FACEBOOK: WWW.FACEBOOK.COM/NSANAPLES

.... GOOGLE PLAY OR APPSTORE: NAVY LIFE NAPLES

Enclosure (2)

4. YOU WILL BE ASSIGNED TO THE (FILL IN DEPARTMENT HERE) AND YOUR SPONSOR IS DC2 JOE NAVY. HE/SHE WILL BE WRITING TO YOU IN THE NEAR FUTURE AND CAN BE CONTACTED NOW IF YOU NEED ANY SPECIFIC INFORMATION:

DSN: XXX-XXX-XXXX

COMM: XX-XXX-XXX-XXXX

EMAIL: JOE.S.SAILOR.MIL@US.NAVY.MIL

PLEASE TAKE A COUPLE OF MINUTES TO COMPLETE THE PROSPECTIVE GAIN QUESTIONNAIRE ON [HTTPS://WWW.NSIPS.NAVY.MIL/](https://www.nsips.navy.mil/). CLICK ON EMPLOYEE SELF SERVICE, ELECTRONIC SERVICE RECORD, TASKS, AND THEN COMPLETE THE GAIN QUESTIONNAIRE. THE QUESTIONNAIRE WILL HELP YOUR SPONSOR UNDERSTAND YOUR NEEDS.

5. YOU SHOULD SOON RECEIVE A "WELCOME ABOARD" PACKAGE THAT IS FULL OF VERY USEFUL INFORMATION. IT IS IMPORTANT THAT YOU GO THROUGH ALL OF THE MATERIAL SO YOU ARE COMPLETELY AWARE OF ALL REQUIREMENTS FOR MOVING TO ITALY. IF YOU DO NOT RECEIVE THE WELCOME ABOARD PACKAGE SOON, PLEASE INFORM THE COMMAND SPONSOR COORDINATOR AT THE EMAIL ADDRESS ABOVE. ALSO, PLEASE ADDRESS ANY OTHER QUESTIONS YOU HAVE TO YOUR SPONSOR. ANOTHER TOOL YOU CAN USE FOR YOUR UPCOMING TRANSFER IS THE MYNAVY FAMILY APP, DOWNLOADABLE FOR YOUR CELL PHONE. THIS APP IS PART OF A LARGER EFFORT BY THE NAVY TO IMPROVE THE EXPERIENCES OF SPOUSES AND FAMILIES BY COMBINING AUTHORITATIVE INFORMATION FROM MORE THAN 22 WEBSITES INTO A SINGLE CONVENIENT APPLICATION.

6. YOU MUST TRAVEL IN CIVILIAN ATTIRE. YOUR SPONSOR WILL MEET YOU AT THE AIRPORT SO PLEASE KEEP US ADVISED OF YOUR TRAVEL PLANS/ ITINERARY. IT IS STRONGLY RECOMMENDED THAT YOU ACQUIRE A TOURIST PASSPORT, IF YOU DESIRE TO TRAVEL THROUGHOUT EUROPE DURING YOUR TOUR HERE IN NAPLES. YOU ARE REQUIRED TO HAVE A VALID DRIVER'S LICENSE IN ORDER TO OBTAIN AN ITALIAN MOTOR VEHICLE OPERATORS LICENSE/TRANSLATION. **ADDITIONALLY, YOU ARE REQUIRED TO HAVE NORTH ATLANTIC TREATY ORGANIZATION (NATO) SUPPLEMENTAL TRAVEL ORDERS PRIOR TO DETACHING FROM YOUR LOSING COMMAND. YOU WILL BE ASKED TO PROVIDE THIS PRIOR TO BOARDING YOUR FLIGHT.**

7. IF YOU HAVE ANY QUESTIONS ABOUT YOUR NEW DUTY STATION AND YOUR MOVE, OR YOU FEEL YOUR SPONSOR IS NOT MEETING YOUR NEEDS, YOU MAY WANT TO CHECK OUT THE NAVSUPPACT NAPLES WEBSITE AT [HTTP://WWW.CNMC.NAVY.MIL/REGIONS/CNREURAFSWA/INSTALLATIONS/NSA_NAPLES.HTML](http://www.cnmc.navy.mil/regions/cnreurafrswa/installations/nsa_naples.html). YOU ARE ALWAYS FREE TO EMAIL THE NAVSUPPACT NAPLES COMMAND SPONSOR COORDINATOR AT E-MAIL: nsanaplessponsorship@us.navy.mil

8. THE NAVSUPPACT NAPLES CHILD AND YOUTH PROGRAM CONSISTS OF THE CHILD DEVELOPMENT CENTER, SCHOOL AGE CARE, TEEN PROGRAMS, CHILD DEVELOPMENT HOMES, YOUTH SPORTS, AND THE SCHOOL LIAISON OFFICER PROGRAM. IF YOU WILL REQUIRE CHILD CARE DURING YOUR TOUR HERE, CONTACT THE CHILD AND YOUTH PROGRAM UPON RECEIPT OF THIS MESSAGE. FULL TIME CARE AND CHILD CARE DURING AREA ORIENTATION CAN BE PROCESSED BY CONTACTING MS. NORRYN, BURKE:

DSN: 629-4989/ Comm: 39 081-811-4989, OR E-MAIL:
NORRYN.I.BURKE.NAF@US.NAVY.MIL

9. I AM LOOKING FORWARD TO YOUR ARRIVAL AND HAVING YOU JOIN THE NAVSUPPACT NAPLES TEAM.

10. CAPT J. L. RANDAZZO, NAVSUPPACT NAPLES COMMANDING OFFICER,
SENDS.//

Sponsorship Questionnaire

<https://forms.osi.apps.mil/r/m0ku72q2bv>



Command: _____ **Date of Arrival:** _____

Circle One: Active Duty / GS / Civilian / Other: _____ **RANK:** _____

Circle One: Accompanied or Unaccompanied

1. Did you arrive here straight from boot camp or A School? Yes/No
2. Did **you** make contact with your sponsor? Yes/No
3. Did **your sponsor** make contact with you? Yes/No
4. About how far in advance were you contacted or made contact? _____
5. Did you receive a welcome aboard package **prior** to arrival? Yes/No
6. **IF NOT**, How did you receive information about your command? _____
7. Were your dependents and/or spouse included in your orders? Yes/No
8. If **NOT** please explain why: _____

9. Did you get married **after** you received your PCS orders? Yes/No
10. Did you receive your passport prior to arrival? Yes/No
11. Were you given information about no-fee passport/ VISA **prior** to your arrival? Yes/No
12. How did you receive this information? (Given to you by previous command, self-gathering, gaining command, _____)
13. When you checked into this command were you put into TLA (Navy Lodge), Barracks or On-Base Housing? (**CIRCLE ONE**)
14. Was your mail-box set up for you prior to arrival? Yes/No
15. Did you receive a full financial counseling prior to arrival Yes/No
16. Was your GOVCC active and ready for use **prior** to traveling? Yes/No
17. Were you aware **prior** to arrival that you would pay out of pocket for TLA? Yes/No
18. Did your sponsor pick you up from the airport? Yes/No

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Rate your overall sponsorship experience: (1 LOW/HORRIBLE – 10 HIGH/EXCELLENT)

CIRCLE ONE: 1 2 3 4 5 6 7 8 9 10 or NA

What are some ways we can improve our sponsorship program (or elaborate on questions from above):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Welcome Aboard Email Package

Ciao/Hello from Naples Italy **SAILOR NAME**,

As the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Command Sponsorship Coordinators, we want you to the best possible transfer experience to NAVSUPPACT Naples. We can be reached at: nsanaplessponsorship@us.navy.mil

Congratulations on your orders to NAVSUPPACT Naples, Italy! I've attached a Prospective Gain Questionnaire that asks for information about you, your family and your travel plans. Please return the completed form to your sponsor so they can begin to help you with all of your PCS needs. Your Sponsor will be **SAILOR NAME/GOVERNMENT EMAIL** who is CC'd and they are standing by to assist. Your assigned sponsor will be in contact with you within 10 business days. Should you not receive a response from your sponsor, please notify me. Please provide your contact information including email and phone numbers that can be used during leave/transit.

There are a few things you will need before you arrive that are not covered in your orders but are HIGHLY encouraged or mandatory:

1. **Overseas Screening** – This is a requirement that must be met to fulfill your orders to Italy. Contact your local military hospital or clinic **immediately** after receipt of your orders to begin scheduling your overseas screening.
2. **Tourist Passport** – This is required to sign a lease to live on the Italian economy (WHICH IS MANDATORY FOR UNACCOMPANIED E-5 AND ABOVE, AND DEPENDENT ON ON-BASE HOUSING AVAILABILITY FOR ACCOMPANIED E-5 AND ABOVE). It is also required to travel around Europe on leave/liberty.
3. **Driver's License** – If living on Italian economy, you will have to get to and from work. You are required to have a valid US driver's license to receive a NATO license to drive in Italy. For any information on updating or obtaining a United States Driver's license prior to your PCS to Italy please review the attached document "State by State Driver's License Military Services" and then visit the website associated with your State.
4. **Spouse/Dependent No-Fee Passports and Italian Missione Visas** - The official no-fee passport must be applied for at your current command and received so that they can be signed by the applicant. Once the official no-fee passport is signed you can then apply for the Italian Missione Visa. **PLEASE NOTE:** Personnel who come to Italy with only their tourist passport will not be able to receive the required Sojourner's Permit, the official no-fee passport is required. If the Sojourner's Permit is applied for in Naples, the passport application and visa applications will be accepted, however, the visas will be held in Fort Belvoir, VA until the applicant picks them up.

It is important to know that the process takes about 10-12 weeks total in the fall/winter and 18-20 weeks in the spring and summer months on average. Currently even longer wait times are to be expected. **Attached is the Italian Mission Visa Application and the Italian Consulate Minor Consent Form.** Please visit this website for further information on Visa Requirements: https://passportmatters.army.mil/Requirements/Visa_Requirements.aspx?country_name=Italy

5. **Temporary Lodging-** Please note that PCSing overseas can add additional costs such as the requirement to live in TLA (temporary lodging like Navy Lodge) while searching for housing (applicable to E-5 and above and accompanied Sailors) that should be planned for. A TLA claim for reimbursement is requested from PSD every 10 days after check-in, but please plan on **SIGNIFICANT** initial costs that can add up quickly.

6. **Government Travel Card (GTCC)** is highly encouraged use for PCS travel expenses. Please touch base with Agency Program Coordinators (APC) to change your GTCC in a Mission Critical status and Command Pay and Personnel Administrators (CPPA). All GTCC cardholders must adhere to all applicable instructions.

7. **Admin-**Any Admin or pay matters, please direct your questions or concerns via e-mail to NSA Naples Admin Officer at nsanaplesadmin@us.navy.mil. (e.g., Sailors requesting delayed dependent travel or questions in regards to Overseas Housing Allowance [OHA]). Upon checking into NSA Naples have your stamped orders, travel itinerary, and most current Pg. 2 so that our Admin staff can get you gained quickly and efficiently.

8. **Update PRIMS-**Ensure that your CFL has entered your latest PFA into PRIMS. If they haven't, get a copy of the scoresheet prior to detaching the command so that it can be added upon check-in with the NSA Naples CFL.

9. **Cell Phone/Service-** Please ensure that you check with your current cell phone provider to discuss your international plan. Without an international plan your cell phone will not have service in Europe.

Vodafone: Vodafone is one of the major providers in Europe, located on both Support Site and Capodichino, that you may sign up for via contract or a prepay monthly plan. As long as your US phone is unlocked you can obtain a new SIM card through Vodafone to use on the European network. **IMPORTANT NOTICE:** Vodafone will NOT “unlock” your phone unless it is completely paid off with no outstanding balance.

10. **Command Ombudsman** can be reached by phone at +39 331-622-3453 or by email at nsa.naples.omb@gmail.com.

Throughout the process, your sponsor will be your main point of contact for all your PCS needs. Please contact our Sponsorship team at the e-mail mentioned above if you have questions or items that are not addressed by your Sponsor.

To help you get started on your research, I highly recommend that you visit the following websites:

- Benvenuti A Napoli: 2019 Newcomer’s Guide to Naples helps you transition into the Naples community. https://issuu.com/nsanaplespao/docs/benvenuti_2019

- MilitaryINSTALLATIONS has a wealth of information on our location including all the important phone numbers. <https://installations.militaryonesource.mil/>

- Plan My Move allows you to create a PCS checklist to better organize your move. <https://planmymove.militaryonesource.mil/>

- My Navy Portal Career & Life Events section à Assignment, Leave, Travel à My PCS Checklist - Move.mil links you to the Defense Personal Property System, an internet-based system to help manage the moving of your household.
- Military OneSource has consultants that can answer any question 24/7 by calling 800-342-9647.
- AMC Pet Travel Page. <https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>
- USDA International Pet Documentation Requirements. <https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/export/iregs-for-animal-exports>
- Unofficial group to answer PCS Pet questions. <https://www.facebook.com/groups/pcswithpets/> <https://www.facebook.com/groups/pcswithpets/>
- Housing Early Assistance Tool (HEAT) allows you to contact the Housing Service Center and begin the housing process. If you are interested in government housing, let your sponsor know and they can assist you with this process. Direct Move-In allows you to move directly into base housing upon arrival with loaner furniture. <https://ffr.cnmc.navy.mil/Navy-Housing/Housing-By-Region/Europe-Africa-Central/NSA-Naples/>
- MilitaryChildCare allows you to register and request childcare. Childcare can be requested 30 days in advance. <https://public.militarychildcare.csd.disa.mil/mccu/ui/#/searchcare>

We look forward to hearing from you and helping with your transition to the Naples community. I am sure your tour here will be a successful one.

Very Respectfully,

Command Sponsorship Coordinator
nsanaplessponsorship@us.navy.mil

29 Jul 25



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

1000

N00

14 Jan 25

From: Officer-in-Charge, U.S. Naval Support Activity Naples, Italy Detachment Gaeta

Subj: WELCOME ABOARD

Congratulations on your assignment to U.S. Naval Support Activity Naples, Italy Detachment Gaeta (NSAND Gaeta). NSAND Gaeta is the home of USS MOUNT WHITNEY (LCC 20) and a preferred port visit for USN, USNS, and NATO vessels transiting the Mediterranean Sea. I am certain you will find this tour to be one of the most rewarding and challenging of your career! The Command Sponsor Coordinator for our detachment is nsanaplessponsorship@us.navy.mil

We are a detachment of NSA Naples, which is the flagship Naval Support Activity in the Mediterranean theater. Their mission is to provide outstanding support to the North Atlantic Treaty Organization and Sixth Fleet, Afloat Units, over 55 tenant commands, and approximately 10,000 personnel. Gaeta is a culturally rich Italian seaside community located about halfway between Rome and Naples and 90 minutes from military support services, to include DoDEA schools. Because of the distance between NSAND Gaeta and the support bases, we are considered an isolated location and require Dependent Entry Approval if you have dependents and they will accompany you to Italy. Additionally, all Sailors live in off-base housing as there are no Department of Defense housing facilities in or near Gaeta. This is important to keep in mind as you will be staying in a hotel upon arrival while searching for your new home, and you will have to incorporate this upfront cost into your budget as necessary.

Careful consideration is given to any medical issues associated with service members before they arrive. You, and your dependents, if applicable, must complete an overseas duty screening within 30 days of receipt of orders. Results of the screening must be forwarded to us promptly upon receipt. In addition, please forward your current mailing address and command phone numbers to your sponsor. Ensure to coordinate all medical concerns through your primary care manager prior to your permanent change of station. It is the responsibility of the transferring command to report any change in your medical condition or overseas screening status after the screening is complete prior to transfer. All questions regarding medical suitability for overseas assignment to NSAND Gaeta should be directed to the U.S. Naval Hospital, Naples, Italy.

Important information for NSAND Gaeta is as follows:

NSAND Gaeta Mailing Address:

Officer-in-Charge

NSAND Gaeta PSC 811 Box 1

FPO AE 09609-0002

NSAND Gaeta OIC:

COMM: 011-39-081-568-8301

Overseas DSN: 314-626-8301

karen.j.buchanan2.mil@us.navy.mil

Enclosure (5)

Subj: WELCOME ABOARD

Additional Information:

Command Sponsor Coordinator E-mail: nsanaplessponsorship@us.navy.mil

OMBUDSMAN E-mail: gaeta.omb@gmail.com

CNIC: www.cnic.navy.mil/naples

Facebook: <https://www.facebook.com/nsandgaeta/>

You should soon receive a welcome aboard package containing useful information. It is important that you review all of the material in order to know all the requirements for moving to Italy. If you do not receive the welcome aboard package soon, please inform the command sponsor coordinator at the e-mail address above. Additionally, please address any other questions you have to your sponsor. Another tool you can use for your upcoming transfer is the MyNavy Family app, downloadable for your cellphone. This app is part of a larger effort by the Navy to improve the experiences of spouses and families by combining authoritative information from more than 22 websites into a single convenient application.

You will travel in civilian attire. Your sponsor will meet you at the airport so please keep your sponsor advised of your travel plans/itinerary. You must have a passport (tourist or official passport) which is required to obtain a Codice Fiscale (an Italian social security number). This is required in order to enter into a rental agreement for your home. If you will be accompanied by dependents, they all are required to have a no-fee passport with a visa to live in Italy. In addition, it is strongly recommended that each family member acquires a tourist passport, if you desire to travel throughout Europe during your tour here.

You are required to have a valid driver's license in order to obtain an Italian Motor Vehicle Operators License/Translation. Additionally, you are required to have North Atlantic Treaty Organization (NATO) supplemental travel orders prior to detaching from your losing command. You will be asked to provide this prior to boarding your flight.

If you have any questions about your new duty station and your move, or you feel your sponsor is not meeting your needs, you may also contact the NSA Naples Command Sponsor Coordinator ACC McLinden, Colin at e-mail: colin.m.mclinden.mil@us.navy.mil

Welcome aboard! I look forward to meeting you soon.

Sincerely,

K. J. BUCHANAN

11 Jun 25

MEMORANDUM FOR THE RECORD

From: Command Sponsorship Coordinator, U.S. Naval Support Activity Naples, Italy
To: Executive Officer U.S. Naval Support Activity Naples, Italy

Subj: NSA NAPLES MONTHLY SPONSORSHIP REPORT

Ref: (a) NAVSUPPACTNAPLESINST 1420.2F
(b) COMNAVREGEURAFCENT INSTRUCTION 1754. 1A
(c) OPNAVINST 1740.3E

1. Per reference (a) the following information is being provide regarding the inbound personnel for the month of (MONTH) attached to one of the 7 UIC's associated with Naval Support Activity Naples Italy:

Inbound Personnel Information	Sponsor Information	Contact Information(email/phone)	UIC Assigned	Estimated Date of Arrival(mmm/dd/yy)	Dependents(Y/N)

2. Per reference (b) all inbound personnel were enrolled into Area Orientation and Command Indoctrination and will continue to be sponsored until such a time as both have been completed.

3. Any significant findings or issues to note.

(a) File this Memorandum for the Record.

J. Q. SAILOR
RATE USN

Enclosure (6)