



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

NAVSUPPACTNAPLESINST 1754.8
N00/N91
3 Jun 25

NAVSUPPACT NAPLES INSTRUCTION 1754.8

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

Subj: AREA ORIENTATION FOR NEWLY ARRIVED PERSONNEL

Ref: (a) OPNAVINST 1740.3E

Encl: (1) Area Orientation Sample Schedule

1. Purpose. To delineate policy for the proper management and execution of the U.S. Naval Support Activity (NSA), Naples, Italy, Area Orientation (AO) Program. The goal of this program is the harmonious assimilation of each new member into the greater NSA Naples community and to implement the provisions of reference (a).

2. Background. It is the policy of NSA Naples to establish a program that facilitates the adaptation of assigned personnel and their families into new working and living environments. This program is required to ensure members are fully cognizant of all policies, programs and services available through the Installation.

3. Policy. NSA Naples Area Orientation is mandatory for active duty military, civilian, contractor, and command sponsored dependents over the age of 18. AO shall be completed within 30 days of arriving to NSA Naples. Completion of this program is a prerequisite for receipt of driving privileges. Dependents who turn 18 while in Naples and wish to drive in Italy are also required to attend the mandatory AO briefs once they have a valid stateside driver's license in order to qualify for driving privileges.

4. Responsibilities

a. Commanding Officer (CO) shall:

(1) Be responsible for the overall administration of the program.

b. The Executive Officer (XO) shall:

(1) Be responsible for chairing a bi-monthly Area Orientation improvement board.

c. The Command Master Chief (CMC), FFSC Site Director, and the AO Coordinators shall:

(1) Be responsible for independently evaluating the effectiveness of the program.

- (2) Send AO completion rosters to applicable area CMCs to enable command accountability.

d. NSA Naples Department Heads and Officers in Charge of Tennant Commands and Activities, Civilian Directors, Command and Department Sponsor Coordinators and Senior Enlisted Leaders shall:

- (1) 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, in accordance with enclosure (1).
- (2) Provide instructors, as requested, to support the Area Orientation training.
- (3) Ensure sponsors are kept informed of the training schedule and that the sponsor advises the newly reporting personnel of the need to attend the orientation training.

e. NSA Naples Fleet Family Support Center (FFSC) shall:

- (1) Coordinate with the NSA Naples PAO and the NSA Naples Strategic Communication Cross Functional Team to ensure Area Orientation training is publicized to allow active duty, civilian sponsors, contractors and family members have the opportunity to attend.
- (2) Ensure that training is conducted with sufficient frequency to comply with the provisions of reference (a).

f. Fleet and Family Service Center (FFSC) Naples Director shall:

- (1) Oversee the program, encouraging progress improvement and ensuring the training is conducted with sufficient frequency to comply with the provisions of reference (a).
- (2) Provide coordination, supervision and continuous review of the AO program.
- (3) Ensure the sustainment of AO Working Group meetings.
- (4) Conduct an annual Audit of AO. Coordinate with NSA Naples Environmental Officer to ensure the Annual update of the Naples Public Health Evaluation and Radon topics slide is completed.

g. NSA Naples AO Coordinators shall:

- (1) Implement an area orientation for the Naples area, teaching local OPSEC, emergency preparedness, and cultural awareness keys-to-success.
- (2) Collect and provide timely and accurate information on local policies and procedures that are unique to the OCONUS or Naples, as required for the implementation of this program.

- (3) Provide an annual calendar schedule of biweekly events utilizing enclosure (1).
- (4) Ensure all participant's requests are addressed and newcomers are effectively signed up for the training.
- (5) Review customers' AO program surveys and route them to the Command Master Chief, Executive Officer and Commanding Officer.
- (6) Maintain orientation training rosters to document course completion and forward to chain of command. Retain completed documents for a minimum of one year. After each class email the roster to the NSA Naples CMC for distribution to the area CMCs.
- (7) Maintain e-mail distribution list with current contact information of qualified personnel conducting AO course briefs.
- (8) Assemble Welcome Aboard Packets upon incoming personnel's request. Initiate a formal review of the packet annually via ETMS2. Timing of this review will enable a review and edit prior to printing new packets.
- (9) Organize a bi-monthly Area Orientation Improvement Board to focused on the continuous improvement of the program based on customer feedback and changing policies and procedures.

h. NSA Naples Public Affairs Officer shall:

- (1) Ensure that Naples Public Health Evaluation and Radon topics briefed at AO are aligned with the most updated risk and strategic communication plans.
- (2) Advertise AO dates on monthly base newspaper to supported commands.

5. 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).

6. 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

NAVSUPPACTNAPLESINST 1754.8
3 Jun 25

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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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

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



NSA NAPLES AREA ORIENTATION

BRIEFS ARE HELD AT THE SUPPORT SITE THEATER IN CIVILIAN ATTIRE



AO Coordinators:
Cell #: +39.335.848.4641
FFSC #: 081.811.6945/314.629.6945
Email: nsanaplesao@us.navy.mil

DAY ONE

LOCATION: **THEATER**

07:45 Area Orientation Check-In
Area Orientation Schedule Review
CO/XO Welcoming Remarks
MWR
Emergency Management
NCIS
OPSEC
RLSO **SEE NOTE 1**
BREAK
FFSC
Intercultural Relations
LUNCH BREAK
NSA Security Crime Prevention
VET Clinic

AO PACKET



END OF DAY 14:00

Base Security Dispatch: DSN 626-5638/5639, COMM 081-568-5638/5639

DAY TWO

LOCATION: **THEATER**

07:45 Area Orientation Check-in
NPHE/Environmental
US Naval Hospital/TRICARE Introduction
Religious Ministries
NSA RESOURCE FAIR
LOCATION: **NEX FOOD COURT**
Housing **SEE NOTE 2**
Personal Property
Residential Service
Sojourners drop-off
LUNCH BREAK
Driver's Safety
MVRO Brief/
Driver's Test **SEE NOTE 3**

AO SURVEY



END OF DAY 14:00

DAY THREE

LOCATION: **BUS STOP "C" IN FRONT OF NAVY LODGE**
0745-1430 CULTURAL ASSIMILATION TRIP (DODI 5160.7)

In Case of Emergency call: DSN 911, COMM 081-568-4911

NOTE: This schedule is a sample. Times and presenters may vary.



NSA NAPLES AREA ORIENTATION

BRIEFS ARE HELD AT THE SUPPORT SITE THEATER IN CIVILIAN ATTIRE



CIVILIAN US HIRES must report to their respective HRO Dept. no later than the start of the next business day after ROM arrival or at the date and time previously coordinated with the HRO office.

NOTE 1 SOJOURNER'S PERMIT IS **ONLY FOR EACH Navy/Marine Corps DEPENDENT, AND ALL DOD, HRO, U.S. HIRES AND THEIR DEPENDENTS. UNACCOMPANIED ACTIVE DUTY DO NOT NEED IT.**

For the **SOJOURNER'S APPLICATION**, you will need:

- 2x passport photos (within the last 6 months) – NEX Customer Service
- 2x Photocopy of No Fee Passport Page
- 1x Photocopy of No Fee Visa Page
- 1x Copy of Sponsor's Orders

SOJOURNER'S PERMIT processing for all AIR FORCE and ARMY spouses/family members will be completed via the Provost Marshall's Office at JFC.

SOJOURNERS: BY APPOINTMENT EMAIL ALSO:
napleslegalassistance@us.navy.mil

NOTE 2 **HOUSING** will brief for all personnel Unaccompanied **E5 and above** who will be living on/off base. Attendance is mandatory for them.

HOUSING PAPERWORK: Please bring a COPY OF PCS ORDERS and a COPY OF PASSPORT PHOTO PAGE of the sponsor

NOTE 3 For the **DRIVER'S APPLICATION** you will need:

AFI Driver's License Application filled out, Driver's license acknowledgement consent form, 'ALCOHOL AND YOU' QUIZ and ONE COPY of STATESIDE DRIVER'S LICENSE (FRONT ONLY).

You must attend the MANDATORY Driver's Safety and MVRO brief prior to taking the Driver's License test, NO BRIEF=NO LICENSE. ****You must be on time for the Driver's Safety Brief****

IMPORTANT

*****BRING THE FOLLOWING WITH YOU TO AREA ORIENTATION ON DAY 2*****

3 COPIES OF YOUR PCS ORDERS
COPY OF YOUR U.S. DRIVER'S LICENSE
COPY OF YOUR PHOTO PAGE FROM PASSPORT (ONLY FOR SOJOURNERS)
AREA ORIENTATION PACKET

REQUIRED COPIES CAN BE OBTAINED AT THE
FLEET AND FAMILY SUPPORT CENTER (FFSC).

- All active duty military are required to apply for TRICARE and shall provide a COPY of PCS ORDERS.
- PO BOX Registration – 1x copy of sponsor's orders

DAY 3 NOTES:

-Muster at the Support Site bus stop "C" by the fire station.

-The cost of public transportation and meals during the AO field trip is at the attendee's expense; at least 20 Euros CASH per participant recommended.

-The AO field trip attendees should be able to participate in a rigorous uphill walk. No children under 13 years of age are permitted on the trip. The FFSC will organize a separate family trip to accommodate our younger clients.

-Casual attire, comfortable shoes, and a water bottle are highly recommended. Antiterrorism measures will be observed at all times.



NAVY LIFE NAPLES APP
APPLE ANDROID



Base Security Dispatch: DSN 626-5638/5639, COMM 081-568-5638/5639

In Case of Emergency call: DSN 911, COMM 081-568-4911