



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SIGONELLA - NAPLES

PERSONAL
PROPERTY
SHIPPING
OFFICE



***Navy Lodge Building:
2072B/ 1st Italian Floor***



***Gricignano Support
Site Village Forum***

***Personal Property
Shipping Office***



CONTACT INFORMATION

Location: TLA Building 1st floor, Support Site

PPSO Main Office Number: 629-6778/6819

or 081-811-6778/6819

Email: PPSO-NAPLES@eu.navy.mil

PPSO Director: Mrs. Stephanie Szymanowski

Direct Line: 629-6950; 081-811-6950

Email: stephanie.szymanowsk@eu.navy.mil



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SIGONELLA - NAPLES

HOURS of OPERATION

- Monday 0800 to 1545
- Tuesday 0800 to 1545
- Wednesday 0800 to 1545
- Thursday 0800 to 1400 (for Training)
- Friday 0800 to 1545



Personal Property

- Upon arrival of your shipments (HHG & UB), you are entitled 90 days of SIT (Storage In Transit) at Government Expense. HHG Storage Extensions can be granted under certain circumstances.
- Storage extensions for UB shipments can only be extended beyond 90 days in extreme circumstances. You should be prepared to accept delivery of your UB shipment even if you haven't moved into a house as UB can be delivered to TLA.
- Ensure that the email address in DPS is where you want notifications to go. That is where the agent will offer delivery.
- Before you go to Housing to sign the final contract, contact us to coordinate delivery. Being able to tell housing when your property will be delivered will help them know when to end your TLA.
- When setting up your delivery, be prepared to tell us of any special requirements (low gates, spiral staircases, narrow roads, high floor apartment, etc.)

Personal Property

- Movers will unpack everything and assemble items taken apart at origin (*i.e. Bedroom Furniture, Tables, Entertainment Consoles*)
- If you choose to unpack items yourself, you will be responsible for disposing of the boxes. The moving companies will generally come back to pick up the boxes, but the timing depends on when they are in your area.
- You can order items from your NTS shipment stateside to be sent to Naples as long as you have at least one year remaining on your orders, but you can't ship items back to Storage if your property doesn't fit in your house here.
- Having a child overseas doesn't provide a new entitlement for an extra household goods shipment from the States.



Off Base Housing Reminders

- **Keep in mind that HHG storage is for 90 days from when it arrived, not from when you arrived.**
- **You will see all kinds of houses. Some still have tenants, some have never been approved by housing, some are still under construction. All of those things take time to resolve before you can move in and don't necessarily qualify for a storage extension.**
- **Don't get mesmerized by the view or location. Think about how your furniture will fit, how the parking is and how you will get groceries in.**
- **Civilians can only be granted extensions by their HRO and that can be a lengthy process.**
- **For Civilians, keep in mind that any special services needed for deliveries or packouts (shuttle, lifts, crates, etc.) are part of your total HHG transport cost and will be taxed accordingly.**



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SIGONELLA - NAPLES

Inconvenience Claims

- If you have moved in your residence and it is past the RDD and your HHG are no here and offered for delivery, you are entitled to file an inconvenience claim. It is up to 7 days of per diem rate (\$150 for Naples) flat with no documentation. If you request more for reimbursement detailed receipts are needed.
- The IC can be denied if the property goes into SIT, do be diligent about accepting delivery when offered.
- Housing has loaner furniture to help you get by until your furniture arrives.

COVID-19 Safety Precautions

- The movers are required to provide you a Certification of Health Protection Protocols when they arrive at your house. This document certifies that the crew:
 - Has been screened in accordance with CDC procedures and have been screened for any potential symptoms.
 - Will wear face coverings
 - Is the smallest crew required to service the move and will adhere to social distancing guidelines
 - Has been instructed and equipped to maintain good hand hygiene
- It also states that as this is your residence you are empowered to question any adherence to these protocols or stop the move if you have any concerns.
- Finally, it asks you to implement similar protocols to ensure the safety of the crew.
- Additionally, someone from our office is required to call or visit during your move to ensure that you have received the letter from the company and that you are comfortable with all of the safety procedures being taken.



Loss & Damage

- Annotate loss/damage on DD form 1840.
 - Member has 180 days from date of delivery to submit Loss/Damage report to the TSP
 - Must submit in DPS or via email to the TSP
- Filing the Claim ***Not the same as notification of loss/damages***
 - Claim must be submitted within 9 months from delivery for Full Replacement Value (FRV)
 - Once submitted, the TSP has must acknowledge receipt of the claim and provide a POC within 15 days
 - The TSP has 30 days to make an offer or deny liability for claims under \$1,000 and 60 days on claims over \$1,000. You can make counter-offers and the TSP must respond to each reply within 7 days.
 - Once settled, the TSP must make payments within 30 days.
- Only one claim can be filed so ensure completeness before submitting
- Must submit in DPS. Use www.move.mil to access
- Contact Military Claims Office (MCO) if unable to settle claim

Step by step process on:

https://www.navsup.navy.mil/public/navsup/hhq/dps_guides/claims_process/

Fact Sheet:

<https://www.move.mil/sites/default/files/inline-files/Final%20Claims%20Fact%20Sheet%20DPMO%208%20Mar%202021.pdf>

Motorcycles and Mopeds

- If you have shipped a motorcycle or moped within your HHGs, please be aware that it must be registered through the MVRO office whether or not you plan to drive it as registering it is part of the agreement by which you can import it to Italy tax free!
- Failure to register can result in importation and VAT charges
- Will Count as ONE of your VEHICLES
- Failing to register can cause an issue as you PCS out because your vehicle has to be registered to leave and you could end up paying back road taxes!



Personal Property

Your Feedback Matters

Customer Satisfaction Survey

sddc.safb.css@us.army.mil

(800) 462-2176 * (618) 220-7332 * DSN: 770-7332

BEDROOM

FRAGILE

LIVING ROOM

BATHROOM



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SIGONELLA - NAPLES

Vehicle Processing Center

Located on Support Site (BLDG 2081)

- Phone: **629-6768/6522** Comm: 081-811-6768-6522
- Email Naples.VPC@ialpov.us for information pertaining to your Privately Owned Vehicle Shipment
- You can also visit: <https://www.pcsmypov.com> for any and all additional information you may need (i.e. Holiday Closures, Hours of Operations, Regulations, etc.)
- If you didn't ship a POV here, you can ship it within 90 days of arrival without command endorsement.



Leaving Italy



Wine Shipments

- **No limit (Customs deems what is “personal use”)**
 - **Nothing sparkling, carbonated or bubbly**
 - **You are responsible for any additional customs charges**
 - **Wine can be sent in your HHG shipment or as a separate shipment**
 - **The wine does count against your weight allowance**
 - **Keep in mind you can only ship wine from Italy so after your next duty station you may have wine that can't be shipped**
 - **Due to new tariffs, non-Italian wines may be taxed at 25% by Customs**
 - **Claims can only be filed for lost or broken bottles; not for spoilage**
-
- **Weight Allowance includes your NTS Storage back in the States**
 - **All shipments must meet USDA Customs Clearance requirements**
 - ***NO* Bark & Moss Nativity Scenes**
 - **Demijohns Must be Cleaned**



NAVAL SUPPLY SYSTEMS COMMAND
FLEET & INDUSTRIAL SUPPLY CENTER SIGONELLA - NAPLES

Questions?????