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Global Support Organisation

Location Guide

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Supportability Overseas

Prior to your assignment to JFC Naples (JFCNP) it is essential that you read and digest the EJSU Supportability DIN which contains vital information about welfare, schooling, and medical support available in country.

Action:

Read [2021DIN01-050 - Supportability Overseas](#)

Read [2020DIN01-137 - Health Service Support for Personnel Assigned to European Joint Support Unit \(EJSU\) Locations](#)

Assignment Order

It is essential that you print a copy of your Assignment Order (AO) as this will time out from your workflow and you may be unable to retrieve it. The ID number on your AO acts as your authority reference for all your logistical applications such as housing and removals.

Royal Navy Personnel assigned to JFCNP are to contact the Relocations Office based at HMS Nelson upon receipt of their AO to request an overseas pack. All removals and travel are to be arranged through the Relocations Office:

Relocations Officer
Logistics Department
Travel & Relocations
Ground Floor
Orion Block
HMS Nelson
Portsmouth
PO1 3HH
Email: NABYNBCP-CoB-LogsRelocations@mod.gov.uk



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Global Support Organisation – Support & Management System (SAMS)

The [GSO - SAMS application](#) (access on MODNet only) is used to capture all of the relevant information requires by the UK NSE, your sponsor, the school, Community Liaison Officers (CLO) and Defence Infrastructure Organisation (DIO) prior to your arrival. This information is essential for your in-processing paperwork at the UK NSE.

Authority to Travel

PSTAT 1 or 2 - The DSCOM Families Section have been notified of your assignment to Southern Italy for their further action and they will be in touch in due course. On receipt of their email, you are to complete their documentation and return it to DSCOM (UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk). DSCOM are the sole authority for your call forward into Country. Failure to complete the paperwork sent to you will result in a delay to your 'call forward into country' being issued and consequently have a knock on effect on your ability to travel, as well as your entitlement to allowances.

Medical Clearance

Due to the way medical care is provided for personnel and their families serving in Southern Italy, an assessment is conducted by the Defence Global Practice to ensure that the medical needs of your family can adequately be supported. It must be stressed that ongoing medical conditions will not automatically prevent the assignment proceeding, but if arrangements need to be put in place to support medical care this may take time to confirm. The DSCOM Families Section will guide you through this process.

Removals

Once you have received your assignment you will be able to commence your removals application through [Agility Removals](#). To commence, state the town i.e. Lago Patria as the destination. The property address can be confirmed once your allocation has been confirmed. Your entitlement is the same as for a UK move. Once Agility has received your removals application, they will email you with the particulars of the post-Brexit customs paperwork. The delay between your home being packed to arrival in Southern Italy is usually approximately 1 week. Please note that there is no transit accommodation available and so you are likely to require hotel accommodation, booked through your current Travel Cell/GBT direct. Please do not confirm removal dates until you have fixed your march in appointment with DIO.

Visas

All accompanying dependants of incoming personnel require a Visa to enter Italy; a guide on how to apply can be found in the [Visa Section](#). Please allow a minimum of 4 weeks to obtain Visas.



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MODNet

All personnel are to ensure they have a working MODNET account prior to their arrival at JFCNP. There is very limited access to MODNET within the UK NSE. All personnel should arrive in possession of a Windows 10 laptop.

Codice Fiscale

All adults will be required to have a Codice Fiscale, which is similar to a National Insurance number. The Arrivals and Departure Clerk will assist you in applying for this. The Arrivals Clerk will send the documentation and guidance in advance of the arrival date, allowing plenty of time for completion and submission before arrival. The Codice Fiscale is vital to your personal in processing – you will require it for your internet, your banking, getting an Italian phone (which is also required for a bank account) plus any other type of contract or service. You will initially receive a certificate which will then be followed by a plastic card. The information is identical, the card is just for convenience.

Leave and Allowances

Information on leave, pay and allowances have been brought together from several JSPs and Standing Orders to create a brief overview on what you may be entitled to during your assignment. This document can be found at the in the [Pay and Allowances section](#).

Training and certification

Fitness Testing – All Personnel are to arrive at JFCNP in-date sS Fitness Test and it is your responsibility to keep in-date.

Weapons/MOD1 – All Personnel going into a NATO post are to ensure they arrive in-date Weapon Handling Testing/MOD1.

Fire Awareness Training – All Personnel are to ensure they arrive at JFCNP in-date, and it is your responsibility to keep in date. Please note this Trg is delivered via the Defence Learning Environment (DLE).



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Travel

When making your travel arrangements, it is important to note that the JFCNP Pass and Privileges Office implement a strict policy when it comes to the issue of IDs and privileges. Personnel are NOT to arrive any earlier than 14 days prior to their AO date, as they will NOT be able to obtain their full arrival status which includes access to Base, US Support Site, medical facilities, and vehicle registration.

Please note that your current Unit are responsible for you until you are arrived at JFCNP by the UKNSE; this includes travel, pay and allowances. If your Unit is unsure, they are to liaise directly with the UKNSE. You will need 3 months' validity (6 months for children) on your passport, as at the date of travel. It should be noted that some passports have more than 10 years validity; if your passport is more than 10 years old from original issue it is no longer valid. Passports can be renewed through Unit HR. Personnel with their own private vehicle can make use of the Self Drive option should they wish to drive from their current duty station. This will allow you to reclaim the MMA costs, necessary toll fees, one nights' subsistence, and one days' subsistence.

Security Clearance

All Service Personnel are to ensure they hold a valid NATO Secret Personnel Security Certificate (NATO SC) with a minimum of 6 months validity before departing their current Unit (unless post requires Developed Vetting, which will be annotated on the AO). Without NATO SC you will NOT be issued your passes or given access to tax free privileges.

Uniform

All Service Personnel are required to bring both winter and summer dress in accordance with their Single Service Regulations. Winter Dress is routinely worn between Oct – May and Summer Dress worn between Jun – Sep, although this is subject to change in line with Host Nation Base Regulations. Personnel assigned to NATO appointments are to wear MTP in accordance with the JFCNP Dress Directive.

See [2021DIN01-050](#) for further guidance on kit and equipment; any queries regarding uniform should be directed to your sponsor.



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Banking

Part of your arrivals process in Italy may include obtaining an Italian bank account; your sponsor will help you through this process. In the meantime, it may be advantageous if you decide to avoid overseas charges before you arrive by either approaching your bank to see if they offer debit or credit facilities that avoid overseas charges, or by opening an account with an online bank such as Revolut or MONZO. They offer flexible international banking with free overseas transfer allowances. If you apply for these it is much easier to do so whilst you have a UK residential address. Applying while you are in Italy is possible but much more difficult. If your dependent takes up employment under the European Joint Support Unit, they are required to have an Italian bank account to receive their wages. Another source of Cash withdrawal if using your UK bank account via the BFPO Cashier. This depends on the account type.

Your Italian bank card will only work in the US Navy Support Site, Gricignano, if you have asked for foreign currency transactions to be activated during the bank account set up; all transactions on that base are in US\$. Other bank cards are accepted, but most card readers do not accept chip and pin; you will have to swipe and follow the prompts to accept the charges. If the screen prompts you to enter a pin after swiping your card this will not work – you will have to decline the pin and THEN accept the charges. Staff will help advise you. Exceptions to this are the Commissary (US Food store) and the concessions stall for the cinema. Both those you must use chip and pin as normal. None of the card readers recognise Google Pay, so if you have lost your card, you will not be able to use your Android based e-wallet in the Support Site.

Fuel Card

Tax-free fuel is purchased in Italy using a fuel card (FORAX). Users pay at the pump using the fuel card. This card must be linked to a personal credit card. The system is administered for JFCNP by the US Naval Support Site at Gricignano. Your fuel bill is calculated and charged in US dollars. Please note the requirement for a credit card if you wish to use the tax-free fuel facility. Applications for credit cards can be more straightforward when made from the UK. It is advisable, where possible, that you sign up for a dedicated travel credit card that does not charge for transactions in euros or dollars, see www.moneysavingexpert.com. Monzo works for this necessity.



Dental Treatment

Southern Italy is a location where the Defence Primary Healthcare (Dental) (DPHC(D)) do not deliver your dental care. All Service Personnel and their accompanying eligible family members must be dentally fit prior to arriving and are responsible for remaining so throughout their assignment. No routine treatment will be permitted within the first 6 months of your assignment, emergency treatment can be undertaken within this period. Full details on the policy relation to dental treatment can be found in this linked DIN. [2023DIN01-020](#).

Funding is provided to ensure personnel can access the same level of dental care overseas as would be available under the general NHS Dental Services. If you are not entitled to free dental treatment, you must pay a patient contribution towards the cost of the treatment. This patient contribution is identical to the NHS patient contribution you must pay when receiving treatment in the UK. There are three NHS charge bands, see the NHS Website for details: [How much will I pay for NHS dental treatment? -Health questions - NHS Choice](#)

Information Portals

The British community make wide use of Facebook and Defence Connect. As you approach your expected arrival date you will be invited to join Britannia In Italia, Bii-Bay (The British Community Marketplace), BII Command and Community and Bii – Trip and Travel Advisor on Facebook. These sites provide a wide range of communications relating to a wide variety of issues affecting personnel living predominantly in Naples. Official communications are increasingly being pushed through Defence Connect and personnel should follow the [JFC Naples](#) , [UK NSE](#) and [DIO](#) Defence Connect sites.

Your Sponsor

All personnel assigned into Naples will be provided with a sponsor. It is their responsibility to ensure you are fully prepared and arrive with the minimum of fuss. Your sponsor will ideally be similar in rank to you and in similar circumstances (families with similar age children, with/without pets, etc) with the aim of ensuring you have someone who is as familiar as possible with the issues you may come across. This is not always possible to achieve, but your sponsor will be fully briefed and prepared to assist you. It is critical that you liaise with your sponsor as soon as you have been assigned one.



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Personnel assigned to Southern Italy will be accommodated in Substitute Service Accommodation (SSA). All personnel (**married or single**) are required to complete [MOD Form 1132](#), have part 6 signed off by your current Unit HR and e-mail it to DIO for action with your Assignment Order (AO).

Queries regarding housing are to be directed to the DIO multi-user mailbox: dio-naples-housingenquiry@mod.gov.uk

Once a property is allocated by DIO you will receive an allocation letter and can then request a march-in, and subsequently, confirm your removals date, which should be at least 24hrs post-march in. You will be asked to sign the Licence to Occupy (LTO) when you confirm acceptance of the allocation.

There is no SFA on the JFCNP campus. Villa style housing is provided through DIO although, unlike UK, housing is allocated rather than a choice being given; a 'one time offer'. Villas often come in mini gated communities (Parcos) anywhere from single villas to 20+ villas. Information about your allocation (photos/ floorplan) can be requested from the local DIO team via the DIO email above. Services are paid for at source via a Fuel & Light scheme.

Key accommodation differences to be aware of:

- Properties are sourced from the local housing market and are therefore all different. They tend to be generous in size and open plan with high ceilings but can have unconventional layouts and outdated fittings. Floors and stairs are tiled and curtains are not supplied unless requested.
- Construction standards are different. The houses are poorly insulated and lack a damp course so occupants will need to ventilate rooms regularly to manage humidity and condensation. The basements can be damp with the possibility of flooding.
- Boilers are external and can require more maintenance than in the UK. The electrical circuits are lower capacity than in the UK (3 to 6KW) so it is normal practice to manage use of high demand appliances to avoid tripping the system. Power cuts can be frequent in the region due to overload at peak times (summer season), works, or storms. Gas is typically via LPG deliveries and your tank level needs monitoring.
- Plumbing and drainage issues can be more common.
- The tap water is drinkable but very hard, requiring preventative maintenance of dishwashers/ washing machines/ kettles/ coffee machines. Some people choose to buy bottled water or filter their drinking water. Low water pressure and shortages can occur in peak summer season so villas have tanks and a pump to help regulate supply. Even so, mindful use might be required.
- Air conditioning and mosquito nets are not an entitlement here so may or may not be present in your allocation, depending on the landlord. DIO does not have funding to install these.
- All properties are equipped with shutters (or similar security barrier) and an intruder alarm. It's recommended to use all the security features provided and adapt your habits to deter opportunist thieves from targeting your home or car.
- Pests are more prevalent than in the UK, particularly; mosquitos, ants, pigeons, rats, and cockroaches. First line pest control is occupant responsibility. Under Italian law, stray cats are protected and cannot be relocated unless homed.

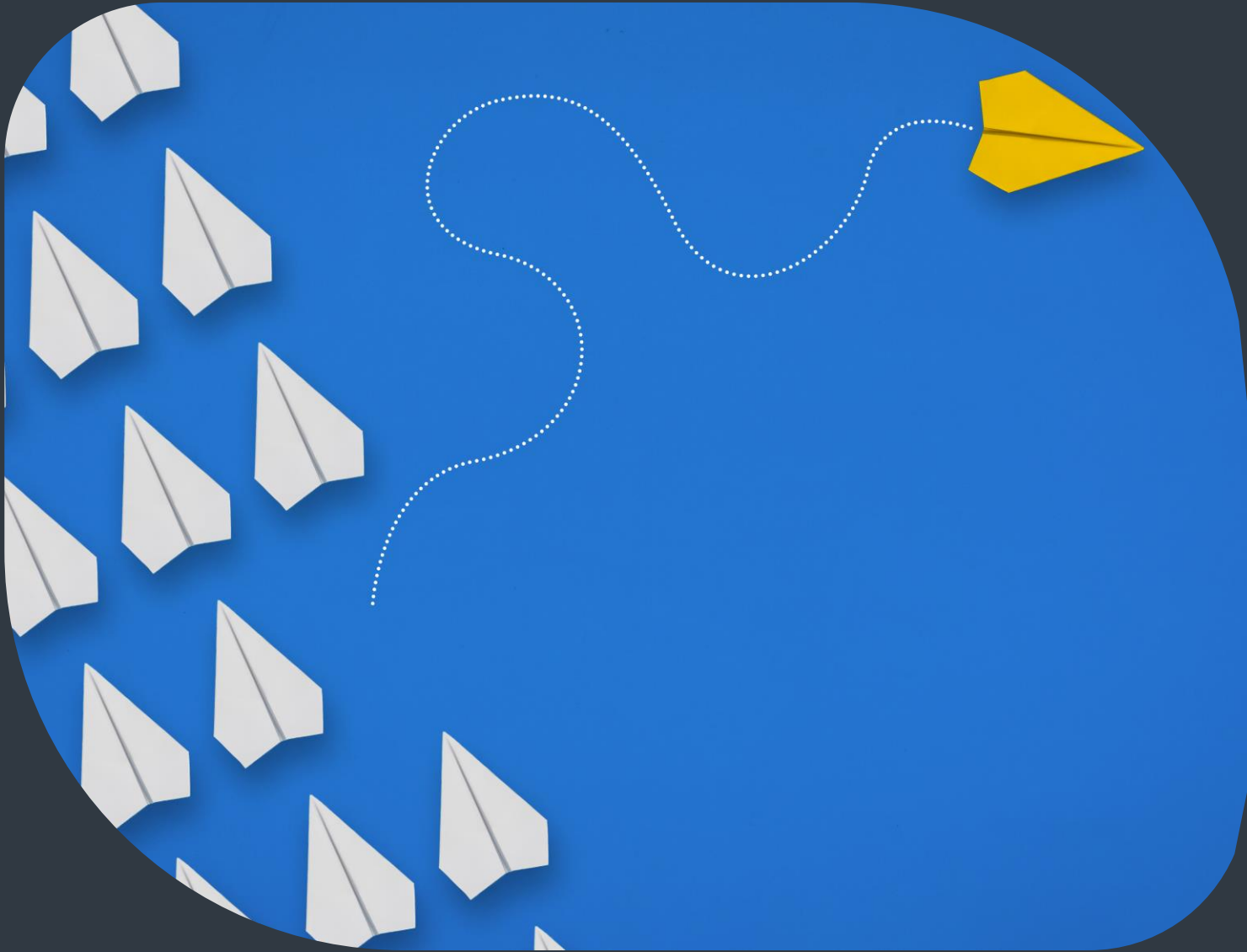
Housing applications can not be processed without both a valid AO and a completed 1132 form. Omission of a signature at part 6 may delay the processing of your application.



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Arrival at Airport/JFC Naples

If pre-arranged, you will be greeted at the airport by your sponsor, who will then escort you to either your service accommodation or your temporary hotel accommodation. Most airlines will permit you to fly with car seats over and above your baggage allowance for free; please ensure you arrange this for the journey between the airport and your quarter, as there are no UK NSE provided car seats. This is when utilising MT vehicles; you must provide the car seat. If this is an issue for any reason, please liaise with your sponsor as soon as you know. Your baggage allowance should be 24kg for dependents, but military personnel have an increased baggage allowance of 48kg.

Driving to Southern Italy

If you have elected to drive to Italy please expect to take at least 48-72 hours to make the journey. Depending on the route you take there may be a legal requirement to have winter tyres when travelling through certain EU nations; you should research this yourself. Main roads in Italy are generally of high quality but a toll is payable, which can be paid for by cash or card. An indicative cost between Rome and JFC Naples on the A1 is about €18 one way. It is a legal requirement in Italy (as it is in France) to carry a warning triangle in case of breakdown or accident, as well as high visibility vest for each passenger and a first aid kit.

Temporary accommodation

There is no temporary accommodation available from the DIO housing stock so if your accommodation is not immediately available you will be required to book a hotel. You should confirm the current DS.NS capped rates with your current Unit HR when making any hotel bookings.

Personnel should be aware that there are only 4 recommended hotels local to JFC Naples. They are as follows:

- Agora, Lago Patria
- Panfilo, Lago Patria
- Premier, Varcaturro
- Bella Vista, Varcaturro

When you make any necessary bookings through EJSU Travel Cell, for National Duty, or directly with Global Business Travel (GBT) ensure they are aware of this requirement.



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Arrivals Processing

Your sponsor will pre-book an appointment for you with the UKNSE Arrivals Clerk where you will complete arrivals and a JPA Mandatory check. This will take approximately 30 mins and is for the SP only, a seating area is available for waiting family members during this process. Arrivals briefs are held on a monthly basis and are mandatory for all Service Personnel, spouses are welcome to attend if they wish. Your sponsor is responsible for liaising with the CLO to book you into this brief.

Have with you:

1. Passport (All family members)
2. EHIC (if in-date)/GHIC (All family members)
3. UK Driving License (All family members wishing to drive in location)
4. Vehicle insurance and log book (to secure a temporary vehicle pass)
5. NATO Security Clearance
6. CEA Eligibility Certificate / College Letter
7. Assignment Order
8. Military ID

Passes and Permits.

Once you have received your In-Processing paperwork it is to be taken to the NATO J1 department for data input. You will then need to find your Department Security Officer (DSO) who will authorise your clearance and access areas (your sponsor will need to help you here). Once completed, you will be taken to the In & Out Processing Office. Here you will have your picture taken and issued with your NATO ID card. Military personnel will also have their fingerprints scanned as part of the security profile to enter the Main building, and other restricted areas.

All dependents aged 10 years and over are entitled to a NATO ID card, which can be used to enter JFCNP (and therefore purchase tax free items in the International Store) as well as US Naval Support Site Gricignano and the amenities there. This ID card will be required before you can enter the Motor Vehicle Registration Office (MVRO) because it is on the US Naval Support Site.

Your permanent vehicle car pass is also obtained here, but you will have registrations to complete at MVRO first before you can apply for this. You do not need a vehicle car pass to get onto the US Naval Support Site.



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Driving licence translation

The In & Out Processing Office is where you will apply for the Italian translation of your UK driving licence. This is required to register your car with MVRO. Please ensure you have your UK driving licence and the online print out in lieu of the old paper companion to your licence. This process can take up to 5 working days so any MVRO appointments should be booked with this process in mind.

Permission to Stay

All accompanying dependents of incoming personnel require a Permesso di Soggiorno (Permission to Stay) which must be applied for within 8 days of arriving in Italy. For those at JFCNP, the UK NSE will provide guidance on the process and how to apply during your arrivals appointment.

The permission to stay has a validity of 2 years, all eligible family members will be required to renew this document prior to it's expiry. Information on this process can be obtained from the NSE when required.

You will require the following during your appointment:

1. Passport(s)
2. Marriage Certificate
3. Birth Certificate(s) (children only)
4. 3 Passport size photos for each family member
5. NATO ID Card

British Forces Clinic Registration

All Service Personnel are to visit the British Forces Clinic (BFC) on completion of their NSE Arrivals meeting to register themselves and their eligible family members.

U.S Naval Hospital Registration

Primary healthcare is provided by the medical staff within the BFC, further medical care is provided by the U.S Naval Hospital which is located in the U.S Support Site in Gricignano. Registration documents will be provided by the BFC for completion and submission to the U.S Naval Hospital.



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NATO Status of Forces Agreement (SOFA)

You and all your family members (including children) will be issued with a NATO SOFA card and letter. The Arrivals Clerk will provide the SOFA letter on your arrival but the application for the SOFA card should be completed by the Service Person prior to your arrival; once it has been processed it will be received by the NSE. A temporary sticker will be issued to be placed into your passport as the SOFA card will take several weeks to be processed and delivered to the NSE.

SOFA Application - [DOB](#) [GSO](#) [SOFA](#) [Status](#) [Admin](#) - [Power Apps](#)

In order to complete the SOFA card application form, the following documentation is required to support all applications:

1. Scan of passport for all applicants
2. Scan of passport size photograph for all applicants
3. AO of SP, to be attached to all applications
4. Birth certificates for children (if applicable)

Additional documentation required For MOD Contractors:

1. As above plus marriage certificates (if applicable)

The form is self-explanatory, with drop down lists to facilitate completion. The following information will help:

Unit – JFC Naples

Residence at work address – Your quarter address NOT work address

Country of Assignment – Italy

NSE – Naples

Health Provider Contact Number – 0039 081 721 2336

Head Of Location – GSO-EJSU-SItaly-Head-NSE@mod.gov.uk

Please note that all applications must be done separately, for each member of the household



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Motor Vehicle Registration Office

Due to the Status of Forces Agreement, you are not permitted to purchase or drive an Italian car that is registered on the Italian national system. All NATO personnel are instead obliged to purchase, or import into, the Armed Forces Italy (AFI) system.

This process is administered by the MVRO at the Gricignano US Naval Support Site (which is the closest) or the CAPO Support Site - your sponsor will arrange your MVRO appointment in advance. If you intend to purchase a vehicle for your use here, there are personnel being assigned out on a regular basis who can sell you their AFI registered vehicles. Speak to your sponsor, or alternatively use one of the Facebook groups to arrange your own purchase. If you are bringing your own vehicle, please ensure you have all of the required documentation.

Please note that both the Gricignano and CAPO support sites are available for all transactions. The majority tend to go to Gricignano as it's the closest, but both offices offer the same services. Your JFC NATO pass will grant you access to both sites.

You are allowed to have a maximum of 3 vehicles on the AFI system – road tax for the first vehicle is free, but you are required to pay for subsequent vehicles. It is advisable to register your largest vehicle as your "first" vehicle as it will save you money on the cost of the vehicle taxes and may potentially result in you having a larger tax-free fuel allowance. Road tax is non-refundable but is transferrable between owners.

All AFI registered vehicles display 'cover plates' and belong to the vehicle only while it is registered to you. This makes obtaining insurance onerous as you may need to reserve your cover plates in advance to receive a quote for your car insurance cover. MVRO may only reserve plates a few days in advance of an appointment.

The US Naval Support Site also has a garage with mechanics. This is the only garage you can use to get a safety certificate, required for registering, buying or selling your car. This certificate costs \$10 and only lasts for 15 days. Your sponsor will show you where this is.

Once your vehicle is registered onto the AFI system, you must ensure that you export your vehicle from the UK. You will require your vehicle's V5 document to complete this. You are not to declare your vehicle as SORN. Any vehicle registered later than 60 days following your arrival will require export/import documents. Further information on this matter can be provided at the time. Information on taking your vehicle outside of the UK for 12 months or more can be found [HERE](#).



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You will require the following documents to register your vehicles:

1. Vehicle original registration document (V5) for own vehicle or previous owner's registration documents for an AFI to AFI sale.
2. Assignment Order.
3. NATO ID.
4. JFCNP MVRO Letter, aka RUSSO letter (from initial NSE meeting and authorised by the In & Out Processing Office).
5. Drivers Licence & Italian translation.
6. Safety Inspection (completed a maximum of 15 days beforehand).
7. One-time cash only registration fee of €20.00.
8. Valid Italian road insurance – Geiko or Clements are the main companies that provide vehicle insurance under the AFI system.

Obtaining an Internet Connection

While it is possible to get an internet connection without paying a direct debit through your Italian bank account, a discount is often offered if you do. The Families Centre on the top floor of the MWA will be happy to assist you in obtaining your internet connection, and if you pay for your TIM bill monthly, they will usually receive the bill on your behalf and send it to the BFPO.

The internet service is provided by a company called TIM. This is a state-owned company that has a monopoly in Italy and is similar to BT. To use the internet here will require a particular modem called a 'TIM Box'. These are usually significantly more expensive than in the UK (in excess of €200). If purchased as part of your monthly direct debit charges the cost of the box can be spread over the two years of the contract. Departing personnel will usually be happy to sell their TIM box on when they leave, but don't be surprised to see charges of €100 for second-hand boxes. It may be possible to use other types of modems, but unless you are technically minded and understand the requirements it may be easier to simply buy a TIM box to ensure you have the correct equipment.



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Secondary duties. As the British contingent lacks much of the usual wraparound support available within a normal unit in the UK, you should expect that one or more secondary duties will come your way. A comprehensive list is maintained by the Senior National Representative (SNR) who will delegate certain tasks to individuals as required. Duties include those mandated, such as Service Non-Public Funds positions and Casualty Visiting and Notifying Officers, or the more discretionary duties such as events members of the Mess or AT and Sports activities.

British Forces Fund (BFF). The British community has access to Service Non-Public Funds. The cashier's office is located in the NSE and is staffed by a volunteer OR-7. Mess bills are paid here, but there are options to pay online in either euros or sterling. All members of either the Joint Officers' Mess of the Joint WOs' and SNCOs' Mess pay a small subscription to the BFF through their mess bill, which is raised and paid bi-annually. While there are no physical buildings available for the use of the Messes both maintain a healthy calendar of activities and make good use of the local facilities. The BFF itself is a fund available for all military, dependent and employed British civilians in JFCNP and supports a wide range of community activities.

Compliments. JFCNP is a very senior rank-heavy organisation. It would be completely impracticable to expect personnel from each nation to understand and pay compliments to tri-service ranks across every other nation with any realistic hope of success. To that end, JFCNP adopts a 'Flag Officer' saluting policy. Personnel are required to pay compliments (saluting) to officers 1* or higher, regardless of nationality. You are still expected to pay the appropriate compliments to higher ranks of British Forces personnel as normal.

Fuel & Light. Most houses are not connected to a national gas network and instead have a gas tank buried in the garden. It is the responsibility of DIO to fill this tank; they usually have an automatic sensor that informs DIO when the tank gets to 1/3 full, but you will be expected to check regularly just in case this sensor malfunctions. If you empty the gas tank you will have to wait for the next available window for a gas truck to refill it or request an emergency refill. Emergency refills are expensive, and the cost will not be borne by DIO, so ensure you keep an eye on your gas tank.

You pay for your utilities via the Fuel and Light Overseas scheme, which deducts a set cost from your monthly salary regardless of your actual usage. You will not need to engage with any utilities providers to run your home. As in the UK, your water bill is included in your rent. Water from the tap is potable but is not particularly pleasant to drink and is considered a very hard water. Consider your kettle an expendable item as it will scale up very easily! You will often find that the water will occasionally smell of chemicals – the Italian authorities will purge the water system to ensure it remains safe to drink.



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Many personnel elect to have a contract with a local water company called Culligans. They will provide a water tower to your home (for a deposit) that can provide hot or chilled water, and you can place delivery orders for water bottles at the US Naval Support Site. On average it works out as slightly more expensive than bottled water but avoids the hassle of carrying large volumes of water yourself and reduces plastic waste. It is possible to refill these water bottles for free at Carney Park or Capodichino Airbase (the military side, not the civilian airport side). Speak to CLO Arrivals or the wider community on Facebook who will be happy to point you in the right direction.

Car Insurance. You must be aware that the standards of Italian insurance are not the same as the British, and 'Fully Comprehensive' is not the same as it is in the UK. Ensure you clarify exactly what your insurance covers from whoever you purchase it from to ensure you are not left with a nasty surprise in the event of an incident. If you are involved in an incident and you believe that it is not your fault, it is important to ensure the police attend and that they apportion blame at the scene to ensure your insurance does not pay for half of the damage. Police will always attend an incident if there is an injury but will usually not attend if there isn't, so be cautious of seemingly minor scrapes caused by an Italian driver who is then unwilling to request police to attend. You may end up having to foot some of the bill through your excess even though the incident was not your fault.

Spousal Employment. A number of roles are available to spouses but are limited and usually restricted to support roles; BFS, NSE, BFPO, CLO & HIVE, DIO etc. Tax requirements for spouses working for UK based companies at reach not agreed.

Domestic Considerations. JFCNP is located in Lago Patria, 30mins from Naples, 2.5hrs from Rome. Naples Int Airport is 30mins away by car and has links to most major UK airports, European cities and wider afield. Lago Patria is a non-affluent area and crime (house/car break-in) is commonplace, fly tipping is routine. The standard of driving is far below that expected in UK and well below that across the rest of Europe; road conditions in Campania are poor, use of mobile phones is the norm and use of headlights/indicators is optional. The Tri-service UK contingent in Naples consists 140 SP rank ranged OR3-OF7; there are circa 400 UK pers' in Naples at any one time. JFCNP is supported at reach by EJSU; the UK NSE (National Support Element) provides G1 administration support to the UK contingent and is assisted by DIO, BFPO, a RN led Med clinic with Pharmacy and a British Forces School. English is not commonly spoken outside of military circles but Survival Italian classes (for SP and spouse) are provided by EJSU.

Welfare. JFCNP has MWA (Morale & Welfare Activities) building with small businesses, International Store (small supermarket), Bank, Hair and beauty, large gym and outdoor pool. US Navy Support Site (25mins by car) has a very large NEX (department store) and Commissary (supermarket), two screen cinema, bowling alley, eateries, small businesses, pop-up stores (leather goods, wine, furniture, artwork etc).



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If you have received a posting/assignment order for any location within EJSU, even if you are already serving overseas, you are required to contact the Families Section at Abbey Wood e-mail: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk. They will provide a family travel pack with all the information regarding clearances, this will include the Parental declaration and Education Overseas Supportability (EOS) form which needs to be completed by your children's current school. Once completed these forms should be returned to the Children's Educational Advisory Service (CEAS) e-mail: : RC-DCS-HQ-CEAS@mod.gov.uk (or the receiving MOD School directly) and will be reviewed prior to issuing an Educational Clearance Certificate, if appropriate.

Children's Educational Advisory Service (CEAS) will support you with any advice or queries you may have regarding all aspects of education. <https://www.gov.uk/guidance/education-overseas-for-service-children>

Applications for funding and additional funding for SEN are required to go through EJSU. Please refer to the latest EJSU Standing Order. Fee payments are dealt with by EJSU-J8-Schools@mod.gov.uk.

Any further or more specific queries regarding education in your location should be directed to DCYP.ROW@modschoools.org.

CHILDCARE

Childcare (0-3 yrs)

Childcare for Working Parents

Information regarding Childcare for Service Children Overseas is available at <https://www.gov.uk/guidance/childcare-for-service-children>

POC for up-to-date information is the Community Liaison Office : EJSU-Naples-NSE-CLO1@mod.gov.uk

30hrs Free Child Care

For parents who are both working more than 16hrs per week you may be eligible to receive 30hrs free child care per week. For more information please see <https://www.childcarechoices.gov.uk/> and <https://www.gov.uk/guidance/childcare-for-service-children>



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SCHOOL INFORMATION

Pre-School

Nursery

If your child/ren is/are aged 2-3 years old, then you may wish to enrol them at a local nursery within Lago Patria. Hello Friends is locally recommended and widely used by the international community. They can be found on Facebook by searching 'Hello Friends Ludoteca' where you can contact the Nursery and find out further information.

Children aged 3 – 11: British Forces School (BFS)

If your child/ren is/are aged between 3-11 years and you wish to enrol them at the BFS, you will need to contact the school's Admissions Clerk:

Email: Naples.School@modschoools.org

Phone: +39 081 839 55111

For more information on the school, visit <https://www.bfsnaples.school/>

Children aged 11+: Naples Middle High School (NMHS), US Department of Defence Education Activity (DODEA)

If your child/ren is/are aged 11+ and you would like to enrol them at the NMHS, you will need to complete the steps detailed below.

Contact DCS (Defence Children Services)

Email: RC-DCS-HQ-MAILBOX@mod.gov.uk

Phone: 94344 8244 / 0044 1980 618244

Contact NMHS - Michaela Pellecchia is the registrar at NMHS and is available from 0730-1600

Email: NaplesMHS.Registrar@eu.dodea.edu

Phone: 0039 081 811 4061

For more information on the school, visit <https://www.dodea.edu/naplesmhs/>

Please note: The Registration Pack for New Students is on the website, and you will need to make an appointment to visit the school upon your arrival. If you have children attending the Naples Middle High School, you will need to complete form DCS 001. School Fees are paid directly to NMHS by EJSU.



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Please note: The Registration Pack for New Students is on the website, and you will need to make an appointment to visit the school upon your arrival. If you have children attending the Naples Middle High School, you will need to complete form DCYP 001. School Fees are paid directly to NMHS by EJSU.

Boarding School - Continuity of Education Allowance (CEA)

Prior to arrival in Naples, Service Personnel in receipt of CEA will be required to obtain a new CEA Eligibility Certificate (EC). Issues regarding CEA can be forwarded to CEAS, Trenchard Lines, Upavon, Pewsey, Wilts, SN9 6BE.

Email: RC-DCS-HQ-CEAS@mod.gov.uk

Phone: (Civ): 01980 618244 (Mil): 94344 8244

Children at College/University

If you are not in receipt of CEA but your child attends college in the UK you are to provide proof from the college that they attend.

Schools Children's Visits (SCVs)

If you are in receipt of CEA and will be moving in-between term times and require an SCV, you are to complete the SCV Application prior to booking your flight via the EJSU SHAPE Travel Cell.

Email: EJSU-J1-Travel-MailBox@mod.gov.uk

Phone: (mil) 9205 423 4844 or (civ) +32 (0)65 44 5834

Adult Education

Further Education Classes

For details of course available contact the Education Administration Coordinator

Tel: 0039 081 721 3405



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Whilst assigned to Southern Italy there are several allowances available to support the additional costs incurred when relocating to and living in Italy. This guide will provide you with an understanding of what is available and what is required to receive these allowances. Whilst this guide provides you with the basic information on each allowance, you must ensure you are fully aware of the regulations related to that allowance, which can be found in JSP 752, prior to making any claim.

Overseas Private Vehicle Provision (OPVP)

OPVP is provided to assist Service Personnel permanently assigned to and from an overseas location with access to a private motor vehicle. The provision may be used in one of the following ways:

1. To contribute towards administrative and vehicle depreciation costs when selling and buying a vehicle. You must be able to demonstrate that two separate financial transactions have taken place.
2. To contribute towards the charges incurred (up to the capped rate) when required to cancel a vehicle lease agreement.
3. To contribute towards the cost (up to the capped rate) of privately shipping one vehicle to and from the permanent overseas assignment location.

Personnel may elect to self-drive to Southern Italy and are able to reclaim the MMA, toll fees, one nights' subsistence and one days' subsistence. Claims may be made for 1 private vehicle only. Electing to self-drive removes any entitlement to the other OPVP options.

Disturbance Expense (DE)

DE contributes towards the necessary additional expenses that may arise when the Services require their personnel to make a qualifying move to or from a RWA on permanent assignment. This can be submitted up to 45 days prior to your move to and from Italy and is processed through JPA Self-Service. The rate of DE varies based on the location and accommodation type you are moving to and can be found within JSP 752.

Relocation Leave

When permanently assigned to an overseas location all personnel have an entitlement of 10 days relocation leave. This must be administered by the losing unit with the leave being taken prior to arriving at the new permanent duty station unless agreed otherwise with the gaining unit. Relocation leave must be taken within 6 months of the Assignment Order date. You should note that LOA is not payable whilst on relocation leave.



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Advance of Pay

On assignment to and from an overseas location, a Service Person may apply for an advance of pay up to four months' net pay which is repayable over 12 months. This can be applied for prior to assignment or on arrival at the new duty station.

Local Overseas Allowance (LOA)

LOA contributes to the necessary additional cost of day-to-day living when assigned overseas. It is a comparison of the cost of living in the UK v the cost of living in the overseas location. LOA is processed by the National Support Element (NSE) as part of your arrivals process and can be processed no earlier than 6 days before the Assignment Order date.

As part of the latest LOA review, an additional allowance was brought in to assist those accompanied personnel running 2 vehicles in location. It is called the 2nd vehicle allowance and is paid alongside your LOA. To receive this allowance, you must provide the NSE with a copy of vehicle registration and insurance documents for both vehicles. The documents must be provided following the registration/insurance renewal for each vehicle, annually.

Respite Provision (RP)

RP contributes towards travel and accommodation costs for SP and accompanied family permanently assigned to an overseas station to achieve overnight respite from their duty station. This provision is awarded on an annual basis which is renewed on the anniversary of your Reporting for Duty Date (RDD). A full entitlement to the provision will still be awarded if you fall short of the entitlement anniversary.

Get You Home (Overseas) (GYH(O))

GYH(O) is aimed at reducing the separation of eligible personnel from close family, friends and UK lifestyle that result from a permanent overseas assignment. This is achieved by assisting towards the costs of a return journey to the UK or, in the case of non-British passport holders, to the country of domicile.

This allowance is awarded on an annual basis which is renewed on the anniversary of your RDD. A full assignment year is required to be awarded this allowance. Any travel to and from the point of departure or final destination may be claimed on top of this amount up to the current MMA rates for that journey. Personnel may elect to drive back to the UK and claim their GYH(O); in this instance the claim will be capped at the current rate.

Leave Travel Days

Whilst assigned to an EJSU supported location, you will be entitled up to 6 days leave per leave year to compensate for the time taken to travel to and from the UK on leave. This is broken down into 3 periods of 2 days and to qualify for this you must have spent 5 working days on leave in the UK. This must be recorded correctly on JPA for audit purposes.



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South Italy - Pets

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Introduction

This document will walk you through the process of registering your pet here in Italy, as well organising them with a pet passport or pet health certificate. From your own experience, if you notice that anything advised in this document has been updated, then please do let the team know within the UK NSE.

Our ASL office details and opening hours:

ASL Napoli 2 Nord

Address: Via Padreterno, 23, 80016 Marano di Napoli NA, Italy

GPS: 40.8974559,14.1772101 (Use the GPS coordinates for the best directions)

Phone: 081 586 7105 Fax 081 742 4663

Email: ospedaleveterinario@aslnapoli2nord.it

South Italyday: 09:00 – 13:00

Wednesday: 09:00 – 13:00

Friday: 09:00 – 13:00

Parking is extremely limited at this ASL office; pictured below. Get there early and we recommend turning your car around to face back towards the road to make it easier to get out afterwards.



The following information and process can change at any time. If you have questions, call, email or visit your ASL office. Limited English is spoken. If you decide to email; a) use an online translator to write in Italian and b) do not expect a quick response.

When visiting the ASL office we advise taking water for yourself and your pets, especially during the summer South Italyths. Something else to consider is shade for your animals. There isn't a lot of shade, and you may need to wait outside for quite a while. Covering your pet's crate with a breathable blanket not only provides shade but also reduces stress for your animals, especially cats. There will be multiple animals in the waiting areas. On a good day you can be seen straight away, other times you can be outside the office.



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Pet Registration

REGISTRATION IS FREE

Italian law for registering pets:

If you find, adopt or purchase a pet WITHOUT a microchip in Italy, you have 20 days to microchip it. This can be done at any Italian veterinary clinic and that vet will register the microchip with the ASL.

If you import a pet to Italy, you have 90 days to register it. Failure to register your pet can result in a fine of €300+. If your pet was microchipped in Italy, they are already registered. Italian microchip numbers begin with "380". Each region has their own website. The website for Campania is <http://www.anagrafecaninacampania.it/>. Enter the microchip number to see which ASL office the microchip is registered with. Pets imported to Italy will need to complete the registration process. Your pet must be registered in the Italian ASL system before receiving services such as pet passport, health/export certificate, filing a missing pet report. There is an example of this form below and you can find a copy on [EJSU.net](#). You can also download the blank form from the "files" section of the TNRIItaly Facebook group. The form can be typed or handwritten. Please note that the ASL Napoli 2 NORD office also handle veterinary services.


WHAT YOU NEED TO TAKE for Pet Registration:

1. Your PET(s) (yes, this includes cats)
2. The completed registration form(s)
3. Your codice fiscale
4. Your photo ID (Passport or driver's license)
5. Proof of address – If you do not have this then the UK NSE will be able to produce a letter for you detailing the address
6. Date the microchip was inserted. Proof is always preferred but best guess is usually okay. A vet or adoption receipt etc.
7. ORIGINAL rabies certificate(s) if your pet is old enough to have a current vaccination.



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 Regione Campania	Regione Campania Assessorato alla Sanità Settore Veterinario Anagrafe Canina	MODULO RICHIESTA ISCRIZIONE ANAGRAFE CANIN
Il sottoscritto (The undersigned; Owner name) _____		
Codice fiscale _____	nato a (Country born in) _____	
il (Date of birth) _____	e residente in (Resident of) _____	
alla via (Address) _____		
c.a.p. (Zip code) _____	Tel. (Telephone) _____	
chiede, giusto quanto disposto dalla L. 281/91, l'iscrizione all'anagrafe canina del proprio cane/gatto: (He/She requests the provisions of L. 281/91 for the registration of his dog / cat)		
razza (breed) _____	 Sesso (sex) _____	
data di nascita (dob) _____	taglia (size) _____	
mantello (color) _____	segni particolari (special markings) _____	
Sterilizzato (sterilized) NO SI il (date) _____		
Nome del cane/gatto (name of dog/cat) _____		
dichiara le seguenti informazioni sulla provenienza dell'animale (Declares the following information about the animal's origin): _____ _____		
dichiara di essere a conoscenza dei seguenti obblighi de legge (L.R. 3/2019) (Declares to be aware of the following legal obligations):		
<ul style="list-style-type: none">• denunciare, entro 3 giorni, la morte o lo smarrimento del soggetto; (Report, within 3 days, the death or loss of the pet.)• denunciare, entro 5 giorni, la variazione della propria residenza o il trasferimento di proprieta' del cane/gatto. (Report, within 5 days, the owner's change of address or the change of ownership of the dog/cat)		
Data (date) _____	FIRMA (owner signature) _____	
documento di riconoscimento (identification document)		
	Microchip assegnato (microchip number)	
Si autorizza il trattamento dei dati personali ai sensi del G.D.P.R. 679/2016 e del D.L.vo 101 del 10 agosto 2018 (The processing of personal data is authorized pursuant to the G.D.P.R. 679/2016 and of Legislative Decree 101 of 10 August 2018)		
ASL il Veterinario (ASL veterinarian) _____	FIRMA (signature) _____	
27/04/2020		

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Pet Passports

A pet passport is required to travel on a commercial carrier within and out of Europe.

Your pet's rabies vaccination must be 22+ days old to get the initial pet passport or to renew an existing pet passport.

Example: rabies vaccination date 1 Feb 22. Count 22 days equals 23 Feb 22. After 23 Feb 22 you can get or renew the pet passport, NOT including the 23rd. Travel to EU countries and the UK is valid (the UK has additional requirements). Travel to the USA is valid on the 31st day after the rabies vaccination. For the most up to date information for ANY country, visit their official government website.

You must have a pet passport before you can get an Italian, ASL issued, health/export certificate.

You must pay for the passport service before you visit the ASL. They do not accept any form of in office payments. If you pay the wrong ASL, you WILL NOT receive services or a refund. The payment is valid for 30 days so you can pay long before you visit.

The recommended way to pay is by Bank transfer using the WISE app – 

Obtain an Italian Money Order (wire transfer) (con Bonifico Bancario): from any bank
Made out to :ASL NAPOLI 2 NORD
Filiale Banco di Napoli
IBAN: IT24E0306940103100000300014
Reference: issue of veterinary passport for (PETS FULL NAME)

At the bottom of the page on the Wise app you will see the option to get a PDF receipt. We also advise attaching this PDF receipt and forward this in an email directly to the ASL office for proof of transfer, with the subject referencing the animals full name and ideally microchip number. Email provided above.

You can use a bank transfer for multiple services.

Example: you need 2 pet passports for 2 pets. This can be made with one money order/bank transfer. If you have multiple services but on different days, you need 2 payments.

Example: pet passport on one day and a health/export certificate at a later date



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WHAT YOU NEED TO TAKE for Pet Passports:

FOR REGISTERED pets

1. Your PET(s) (yes, cats too)
2. ORIGINAL rabies certificate(s)
3. Proof of payment
4. Your photo ID. Passport or driver's license

FOR UNREGISTERED pets

1. Your PET(s) (yes, cats too)
2. ORIGINAL rabies certificate(s)
3. Proof of payment
4. Your photo ID. Passport or driver's license
5. Your Codice Fiscale
6. The completed registration form (example above)
7. Proof of address - If you do not have this then the UK NSE will be able to produce a letter for you detailing the address

Pet Health Certificate

Only the ASL can issue the Italian Health/Export certificate. A pet health certificate is required for travel coming into an EU country from a non-EU country or vice versa. They are also commonly required for certain means of public transport within Europe (ie, ferries and planes), so always refer to the individual companies transport regulations. For example, when getting the ferry from Italy to Spain it is likely that your pet will require a health certificate. However, if you have a European passport, this can quite often suffice when travelling within Europe without also needing a health certificate.

Please note that pet health certificates last for 10 days. The cost for the certificate is €18. This will need to be paid before visiting the ASL. As above, the recommended way to pay is via transfer using the WISE app.



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Please note that pet health certificates last for 10 days. Payment for this must be made before visiting the ASL. As above, the recommended way to pay is via transfer using the WISE app.

Obtain an Italian Money Order (wire transfer) (con Bonifico Bancario): from any bank
Made out to :ASL NAPOLI 2 NORD
Filiale Banco di Napoli
IBAN: IT24E0306940103100000300014
Reference: issue of health certificate for (PETS NAME)

At the bottom of the page on the Wise app you will see the option to get a PDF receipt. We also advise attaching this PDF receipt and forward this in an email directly to the ASL office for proof of transfer, with the subject referencing the animals full name and ideally microchip number. Email provided above.

•WHAT YOU NEED TO TAKE for Health/Export Certificate:

1. Your PET(s) (yes, cats too)
2. ORIGINAL rabies certificate
3. Proof of payment
4. Your photo ID Passport or driver's license
5. Pet passport

Recommended Veterinarian's

Below is a list of some vets that have been used in the local area. Please do keep us updated of your experiences at any of the below if you do choose to use them:

Angela Ricci
Via Staffetta, 127, 80014 Giugliano in Campania NA, Italy
+39 349 549 5817

Ambulatorio Veterinario Il Mio Cucciolo
Via Lago Patria, 191, 80014 Lago Patria
+39 081 509 2441

24 Hour Emergency Vets – Veterinary Clinic Villa Felice
Via South Italytenuovo Licola Patria, 79, 80078, Pozzuoli NA
+39 081 866 2870



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British Post

The MWA hosts a British Forces Post Office (BFPO 8 / BF1 2AB) which also provides a currency exchange service at the Government Account Rate, which is usually better than the commercial rate. There is a cash limit for withdrawals of £1000 per month and no more than €250 per day. You may Split Net of Pay as much of your salary as you wish into your Italian account, so if you expect to need a lot of cash this may be more practical than using the post office.

Since Brexit the Italian customs have been very unpredictable in their application of the regulations for post into Italy from the UK. As it stands, ecommerce cannot be sent from the UK to Italy. The BFPO within the UK will return any items appearing to be of this nature.

Some parcels are unable or face difficulties when trying to order from Amazon.it, in an aid to counter this, the BFPO now facilitate the delivery of items from Amazon.it. In order to use this service you must ensure that the following address and phone number are used when placing your order:

NAME
JFC NATO
UK FPO
Via Madonna Del Pantano, 15
80014 Giugliano in Campania NA
Contact: +39 3316112073

All Amazon.it orders should be placed to ensure deliveries take place within the working week.



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Introduction

This guide contains general security advice from J2 at EJSU. **All Personnel based at JFCNP are advised to read the 'Protection Handbook' for Naples**, available on the JFCNP website and from the UKNSE; it contains comprehensive advice on natural disasters and personal and home security for the local area.

It is important that we maintain a record of any incident pertaining to the safety and security of Service Personnel and family members posted to JFCNP: this includes even minor incidents where no emergency services involvement was required. Maintaining such records allows the UKNSE and EJSU to track security issues and respond accordingly, including with advice and information.

SP and dependants are asked to report details of any incident relating to safety and security to the Carabinieri on base. Assistance can be provided via the Host Nation Liaison Advisor, contactable via the UKNSE.

Personal Security

Uniform and other branded clothing must not be worn in public, or whilst travelling. This includes during transit to, or through, the Channel ports. Wearing anything that could possibly be affiliated to the military, and all evidence of MOD links on vehicles, must be avoided.

Do not advertise you are British or British Military and when out and about keep your personal belongings safe and out of reach of wandering hands.

When transiting around try and stay within well-lit areas and where possible avoid walking alone. Consider informing whoever you are visiting that you are on your way and the route you are taking. Also consider informing someone where you are going and how long you expect to be.

At all times remain vigilant, do not get involved in local disputes and always follow the advice of Security Professionals. If you see anything suspicious or out of the ordinary report it. Any information is good information.

Anyone can be at risk. Contrary to popular belief men are more likely to be assaulted on their way home than women.

Trust your instincts – if something doesn't feel right let someone know.



In all instances, if you believe yourself to be in immediate danger call the Police:

Contact

Carabinieri (Police)

Carabinieri – English-speaking officer at JFC HQ Naples, available 24 hours a day (if necessary, can assist in calling other Emergency Services where only Italian is spoken)

Number

112 (ask for English speaker)

081 721 2688

Home Security

The following guidance is purely for peace of mind and personal security. There is NO evidence to suggest that the UK community is or will specifically be targeted.

1. When entering/exiting Parcours, ensure gates are fully closed before carrying on with your journey.
2. All window shutters are to be closed when absent from the property and the keys should be removed and stored safely: it is recommended to close all shutters at night too.
3. If you have an internal door between your SFA and garage, consider this as an external door and ensure it is secured appropriately.
4. Always use the alarm, even at night when you are advised to put the downstairs alarm on.
5. Ensure a neighbour has a spare key.
6. When you go away, tell someone where you are going and for how long.
7. Don't leave door (or car) keys within sight or reach from anyone outside. Potential thieves have been known to 'fish' keys through letterboxes or windows that have been left open.
8. Don't advertise planned time away on social media.
9. Don't be a hero; if there are signs of a disturbance, contact local Police immediately.
10. Avoid standing out from your neighbours: don't have UK paraphernalia outside your SFA.
11. All official callers should notify DIO first, who will then book an appointment with you. Workmen and landlords should not turn up unexpectedly, and if they do, you should turn them away.
12. If someone comes to your gate for entry:
 - A. Do not buzz them in unless you are sure on who they are and can confirm why they are calling
 - B. Check ID
 - C. Politely turn them away if they are not a 'legitimate' caller
 - D. Contact DIO/UKNSE and detail what has happened



Traffic Accident Guide

Stay Calm, Keep Safe: If you are in accident, it's important not to panic. Turn off your car engine. Turn on your hazard lights and get out of the car safely - exit from the driver side to avoid traffic (RHD vehicles).

Exit the Car Safely: Wear a reflective vest, secure the area and place the warning triangle. Take all necessary measures to avoid further damage or casualties; this includes extinguishing a fire if necessary.

Don't Put Yourself in Danger: Use a torch at night. Keep a safe distance away from your car and away from the road or highway. Don't smoke or use mobile phones if there is a risk of petrol fumes in the air. Don't move any vehicle until the police have arrived, unless there is a chance of further injury if it stays in place.

Call for Help: The safety of everyone involved is always the priority. If you or anyone else has been hurt in the accident, call the emergency services immediately on 112 or Carabinieri at JFCNP on 081 721 2688 (English spoken). Be prepared to provide personal details, information concerning the type of accident, your location and casualties.

Please also note the contact details for the Duty Officer and Duty Italian Speaker:

Duty Officer: 335 661 4893

Duty Italian Speaker (out of hours emergency assistance **only** where an Italian speaker is required): 331 611 2140

First Aid: Any person involved in an accident is obliged to aid casualties. Provide first aid if you have sufficient knowledge. Actively assist casualties and seek help.

Take Down the Details: Once everyone involved is safe or being cared for, it's time to annotate exactly what happened. You will need to write down:

1. The date, time and exact location of the accident
2. The name, address and phone numbers of the other drivers
3. The make, model and registration numbers of any witness(es), including passengers
4. Details of injuries and attending police officers
5. The insurance details of the other drivers



Take photos of the accident with your smartphone, showing the positions of the vehicles involved, and any skid marks and damage. If you do not have a camera on you, ask others in the surrounding area for one or draw a sketch of the scene.

Don't Admit Liability: Whether you've had a minor prang or suffered something more serious, do not admit liability. Even if you think the accident was your fault, you shouldn't discuss details of an opinion with the other driver(s) without speaking with your insurance company.

Your Legal Responsibilities: Following a minor accident, it's possible to simply arrange a "Gentlemen's Agreement". This agreement can be settled if there were no injuries and no damage to public property (like road signs) as a result of the accident. In order to obtain all information required, you should use the standardised European Traffic Accident Report form.

Please Note: Ensure the safety and emergency equipment in your vehicle is up to date and in good condition. This applies especially for the First Aid Kit and the Fire Extinguisher. This equipment must be maintained frequently.

Online Safety and Security

Most people think a Virtual Private Network (VPN) is just another way to watch UK TV in Europe. It is also the best way to secure your internet, protect your personal information and the information you are sending/receiving when using the internet.

WiFi hotspots that don't ask for a log on or password to use are particularly vulnerable to hackers who will intercept your information. This could lead to your identity being stolen or your bank details being copied.

It is recommended that you use a VPN to secure yourselves. Some are free and some you purchase. A paid for VPN provider is more secure than a free VPN, as free VPN providers tend to sell your information on to make a profit. Some VPN providers to consider are:

1. NordVPN
2. PureVPN
3. ExpressVPN

The term 'let's Google it' is common place nowadays. But have you noticed that Google seems to already know where you want to look, and it knows what you have recently purchased? That's because they store your search information. If you want to remain anonymous, use these search providers:

1. Mozilla Firefox
2. DuckDuckGo
3. Qwant

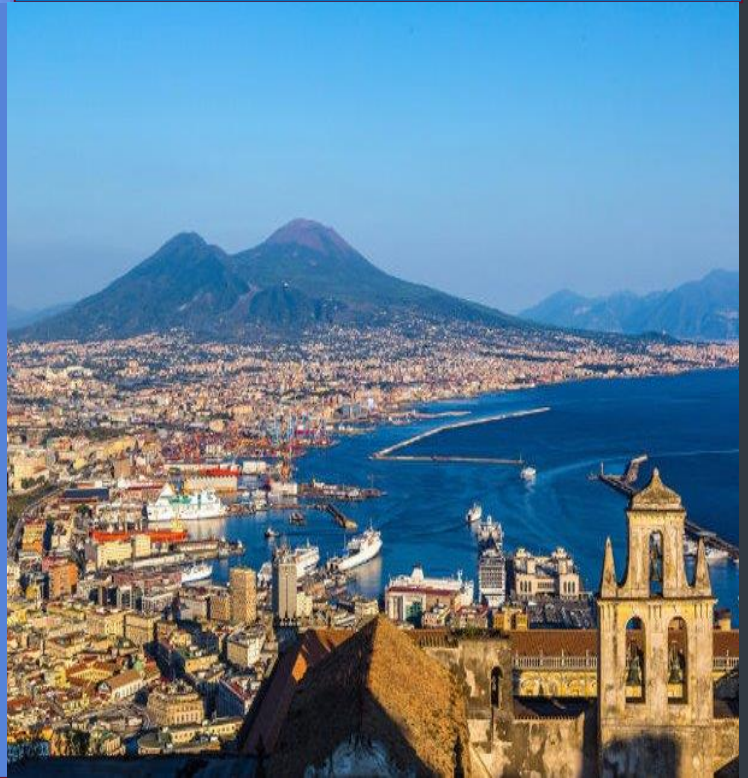




BE SAFE IN NAPLES

USEFUL NUMBERS

- Carabinieri – **112**
- English speaking Carabinieri
081 721 2713/2714
- English speaking Ambulance Service - **118**
- Fire Department - **115**
- Coast Guard - **1530**
- Chris Hastings (Security Officer)
081 721 5035
- BII -Britannia in Italia Facebook page



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BE SAFE IN NAPLES

CRIMINAL ACTIVITY

Remove all belongings from your car
Lock up your house shutters when you leave – remove keys
Do not wear uniform outside of work
Rock throwing issues on Roma – Castel Volturno Road SS7. **DO NOT STOP** and call Carabinieri as soon as practical.

DRIVING IN NAPLES

Driving standards in Naples are poor.
Always be aware whilst on the roads as drivers will do things you do not expect.
Fly-tipping is prevalent at the roadside; beware of debris blowing into the road.

NATURAL DISASTER

Outside of danger zone for an active volcano and earthquake zone.
If eruption or earthquake occurs, the UK SAFE PLAN will be initiated to ensure community safety
Inclement weather can cause landslides in hilly or mountainous regions

ORGANISED CRIME

Organised Crime activities do not directly target NATO and the UK community.
You may see a lot of activities that is directed by organised crime (prostitution, extortion, drug trafficking) Do not involve yourself in any of these activities.

TRAVEL

Check FCO website prior to travel.
Ensure travel insurance is valid and in date.
For up to date information on country travelling to, speak to Unit Security Officer.
Ensure relevant people are informed you will be travelling.

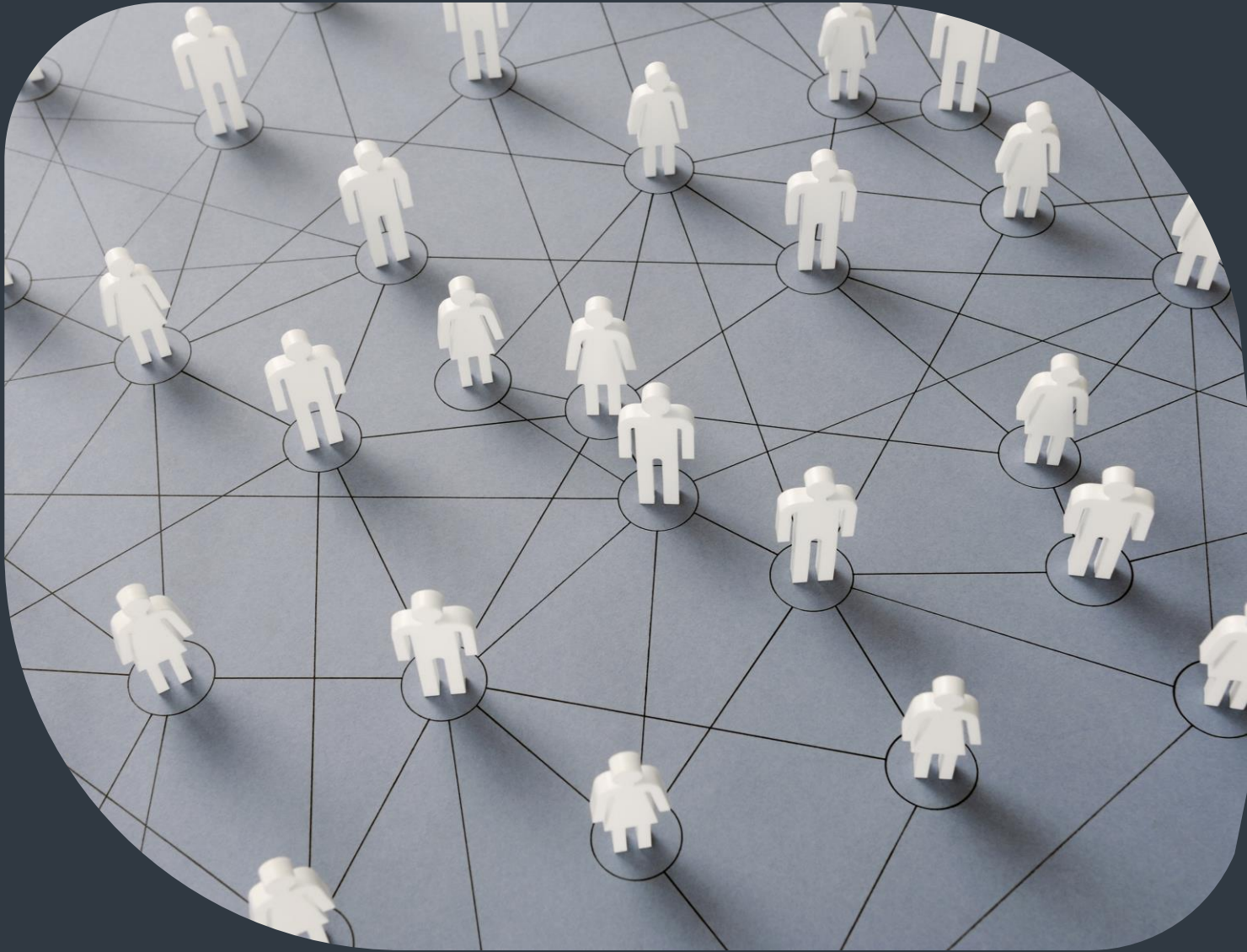
ONLINE PRESENCE

Always use a VPN to protect your information online.
Never post sensitive information on social media.
Do not post personal information on social media.
Do not log onto public WIFI, only use WIFI you trust.



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UK NSE

GSO-EJSU-SItaly-NSE-Mailbox@mod.gov.uk

British Forces Clinic

UKStratCom-DMS-DPHC-NAP-Grp@mod.gov.uk

DIO

DIO-NAPLES-HousingEnquiry@mod.gov.uk

Community Liaison Officers

GSO-EJSU-SItaly-CommunityHub@mod.gov.uk

HIVE

rc-pers-hive-naples-0mailbox@mod.gov.uk

MVRO

mvronaples@eu.navy.mil



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Visa Requirements – Assignment to Italy

The Service Person does not need a Visa; SP will travel with Passport and NATO Travel Order.

Spouse/children will need a Visa which will be issued by the Italian Consulate in either London, Manchester or Edinburgh. Once the application is processed the SP and family members will be called forward to visit the Consulate to finalise the process.

The Visa application form may be downloaded through the link below. A separate application is required for each family member. Each applicant will require a passport size photo to accompany the application. This application must be accompanied by a NATO Travel Order and an Attestato di Servizio Letter, to be requested through the UKNSE prior to your appointment with the Embassy. Both the NATO TO and Letter will need to have the SPs details first followed by all accompanying family members:

http://conslondra.esteri.it/resource/2013/11/60400_f_cons57Application_national_Visa.pdf

The Visa you are requesting is called the Mission/National Visa type D.

Certificates to have when requesting a Visa: marriage certificate/civil partnership certificate. This should be in good condition or the Consulate will request that you provide a new one issued within the last 6 South Italyths. You will also need birth certificates for each applicant.

You must have proof of travel arrangements (Ferry/Air tickets).

The Visa should be free, as it is a form of courtesy between the 2 countries, but there have been occasions where a charge of up to £144 has been made; costs can be reclaimed through JPA.

Your Visa application will be handled by the VFS Centre, which charges a fee of £14.00 per Visa. Please visit their website on www.vfsglobal.com/italy/uk. You will need to book an appointment through this site. You will attend the appointment with all the required documentation. The VISA and passports will be returned to the subjects by mail.



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If the person applying for a Visa cannot reach or book an appointment through VFS, they may email directly to visti.londra@esteri.it addressing the issue and requesting help from the Visa Officer.

Once an appointment is arranged the Family are to visit the Consulate with all the documentation listed above.

No fingerprints are needed.

The average time to complete the process is up to 4 weeks however, please note that due to increased demand, the process can take longer. You are advised to start the Visa process as early as is feasibly possible.

SP intending to have a stepchild accompany them on the assignment must be able to provide legal advice, when applying for the VISA, confirming the absent parent has authorised the child to move. This documentation must be apostilled along with the child's birth certificate. This is not required for those over the age of 18 who should be simply be added to the NATO TO and Attestato di Servizio and confirmed that they are dependants.

The SP and family members will be able to travel through other EU countries with the Visa issued. No problems are expected when transiting through France/Germany should you wish to drive to Italy.

Should the SP already be in Italy, an in-Mission parental consent for a Visa must be completed by notarising the request through the UKNSE. Photocopies of both parents giving the consent must be provided.

If a child is born after the SP has left the UK on the assignment, the SP will need to confirm the kinship through an additional letter, attached to the NATO Travel Order issued by the NSE.

Frequently asked questions:

What do I do if my marriage certificate was issued more than 6 months ago? Please request a new copy through your Registrar Office. Italian authorities in Edinburgh will only accept a certificate issued within the last 6 months.

What do I do if our marriage certificate is not in English? A certificate issued by a foreign authority other than the UK, must be translated into English by a sworn translator.



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What do I do if the system will not allow me to book an appointment? Email the Visa Section with a request for assistance. Be sure to provide the Visa Officer as much information possible.

What is their email address? The Italian Consulate General has set up a specific inbox: visti.londra@esteri.it

May I write in English? Yes, you can write in English.

Do I need to address my questions to someone in particular? No, all Visa Officers are linked to the same inbox and they will all be able to reply.

Do my children need a Visa? All children need a Visa as a Visa is linked to an individual's passport.

What do I do if my passport is only valid for a few more months prior to my travelling? A passport should be in a good state (not torn or damaged) and valid for at least 6 months before applying for a Visa. Please also check there are at least 2a empty pages on your passport for the Visa.

Will I need photos? Yes, have passport-size photos with a white background and not older than 6 months.

Should I make photocopies before sending my request to the Consulate General. The Italian Consulate General will not take photocopies. Please send original documents plus a photocopy where required.

What if I don't have all my documents with me, shall I still send things ahead or shall I wait? It is always best to send a request only when everything is ready. Please make a list before submitting.

How do I pay the VFS Centre fee? You may pay in cash, in person or by card in Pounds Sterling only.

How will I receive my passport back? Passports will be returned by post. Passports at the VFS Centres can be either collected or posted.



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On arrival in Italy:

Please liaise with the UKNSE on arrival.

Family members will have to apply for a Permesso di Soggiorno Permit.

Each member requesting a Permit will need to bring: passport showing the Visa, letter by the UKNSE, NATO Travel Order, 3 passport size photos for those who are over the age of 18 and 2 for those who are under the age of 18.

The application is completed by the Carabinieri Office in the NSE Building (3rd Floor) who will then take the paperwork to the Immigration Office Headquarter in Naples city centre.

The family receives official notification of the completion of the application (30 days roughly) by e-mail and will collect the Permesso di Soggiorno Permit from the above mentioned Carabinieri Office on the 3rd floor of the NSE Building.



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**Naples HIVE Information Centre
UKNSE, JFC Naples, BFPO 8**

Tel +39 (0) 081 5092628 Email: rc-pers-hive-naples-0mailbox@mod.gov.uk

Naples HIVE publishes a blog providing local and military community info for the local area.

You can access the blog at www.napleshive.blogspot.com
www.jfcnaples.nato.int/

Local Community Information Naples

The Banco di Napoli is situated on the ground floor of the MWA building. It has a self-service cash point facility, which accepts most UK and Italian credit/debit cards. (If using UK cards there may be a small handling charge) The bank is open weekdays but times may vary.

BFPO on the first floor of the MWA building can offer cash withdrawals from a UK account with no fees for most regular cards. (Some; including Santander are not) please check with BFPO for confirmation.

There is one other bank in Lago Patria – The Banco di Napoli is located at the junction of Via Lago Patria (4-Laner) and Via Stafetta. Self-service cash point facility is also available.

Childcare & Nurseries

There are numerous private Italian nurseries in the area please ask at the HIVE for details. Child-minding is provided by members of the community. There is a process to enable qualified child-minders to register locally. Contact the HIVE for more information.

Churches

At Christ Church (Church of England); services are held every Sunday at 1030. There is a chaplain in post who can be contacted on 0039 081 411 842 mob: +39 3914135307 or email: vicar@christchurchnaples.org address: Christ Church, Via San Pasquale a Chiaia 15B, 80121 Naples.

The English Chapel at the US Navy Support Site offers services in English at the Evangelical Sure Foundation in Lago Patria on Sundays at 11am.

The Protestant Women of the Chapel hold a meeting every Tuesday from 0900 till approx. 1130. Very well attended.

Catholic mass is celebrated at the church on Via Signorelle. A Patria (Market Road) adjacent to Parco Artemedes Sunday mornings at 10am (only Italian is spoken here).

Alternatively, there is an English Spoken Catholic mass said at the Good Samaritan Catholic Community U.S. Naval Support Activity, Naples. Saturday evening at 1700 and Sunday at 1100 hrs each week.



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Cinema

The two screen cinema at the US Navy Support Site shows current movie releases. A schedule can be picked up from the mall on the Support Site and regular updates should be available on the Britannia in Italia Facebook page and HIVE Blog.

Clubs

There are a variety of clubs for both adults and children that are either run from the ICF, Villa Angela or on base. Call into the HIVE to find out what is on offer or Tel: 0039 081 509 2628.

Communication

Home telephone, broadband and mobile phone contracts can all be sourced locally. Visit the Families Centre on the top floor of the MWA building on base. Here you will be offered a range of contracts to suit your needs. The Families Centre can also be contacted to liaise with the companies to rectify any problems. Telephone: 081 721 2210

Employment

Jobs for dependents within the UKNSE are promoted through the HIVE, and Weekly Orders are advertised on the Naples HIVE Blog. You are entitled to up to three months of Job Seekers Allowance but the claim must have been started before leaving the UK. Speak to the HIVE for further details.

Further Education/Leisure Classes

Contact the Education Administration Coordinator on 0039 081 721 3405 for further details of courses for Service Personnel and their entitled dependents, including Survival Italian. The HIVE has details of numerous other classes too such as fitness, pilates choir.

Gym

Service Personnel and their entitled dependents may use the gym on base free of charge. Entitled dependents must get a signed letter from the Doctor at the British Forces Clinic to be able to apply for gym membership. This may involve a short medical. Some gym classes may attract a fee.

Alongside the gym are outside tennis courts, squash courts badminton facilities etc. and an Olympic size outdoor pool that is open during the summer months.

Housing

All housing and maintenance matters are managed by DIO and maintenance matters are handled by the CCC Babcock helpdesk manned 24/7 days a year phone – 800940008 Freephone from Italian Landlines or +44 1454 806957 ask the HIVE for the Accommodation Sheet.



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ID Cards

All military personnel, entitled civilians and dependents are required to carry an ID card. Any family member over the age of 10 years will need a dependents pass to gain access to the base. These are available from the Pass Office on the top floor of the NSE building. Open South Italy to Fri. Ensure you have your passport and any other supporting documents when applying.

Leisure Activities

The HIVE holds a wide range of information, numerous leaflets and booklets on leisure activities including summer youth activities and adventure opportunities.

Library

The Library is located on the first floor of Villa Victoria, opposite the HIVE office. It is open to all service personnel and families, with a wide range of military, non-fiction, adult and junior fiction books and DVD's for loan. This is not a managed facility.

Maps

The HIVE information room holds a wide selection of maps for both the local area and further afield.

Medical Centre

You must register with the Med Centre during the first few days of arrival in Naples. Open Monday to Friday Tel: 0039 081 721 2336

The British Forces Clinic is located at JFC and staffed by a Doctor (GP), Practice Nurse, Health Visitor (position gapped) Practice Manager, Dispensary Clerk, Receptionists, Patient Records Officer and a Hospital Liaison Officer. The Clinic is able to dispense prescription drugs and should be contacted early in order to support any special medical needs or requirements.

Medical Cover for Visitors

The British Forces Clinic has no responsibility for visitors. All visitors must have a valid European Health Insurance Card (EHIC) and personal health/travel insurance

On Arrival in Naples

A sponsor will be allocated to support families and SP when first arriving in Naples. The HIVE is also available to respond to any enquiries thereafter.



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Pets

Some landlords do allow pets to be kept in rented properties. If bringing pets from the UK, you must arrange a pet passport for each animal and it is essential that you inform DIO when completing application forms (PDAF) so that DIO can ensure suitable accommodation is allocated prior to arrival. For further information about the pet passport scheme go to www.direct.gov.uk

The HIVE also holds a list of local vets, boarding kennels and pet sitters and can provide information for exporting pets when leaving Italy.

Postings & Relocation

The HIVE can obtain Station Guides and HIVE 'Welcome' packs from the majority of other stations and liaises closely with the wider HIVE network both in the UK and overseas

Recycling

Please ask the HIVE for details on recycling.

Restaurants

The HIVE has a list of all the local restaurants in the area.

Schools

The British Forces (Primary/Junior) School is located in Lago Patria and is administered by Service Children's Education (SCE) a defence agency. To contact the head teacher Tel: 081 839 55111 email: Naples.School@modschoools.org

Secondary Education is not recommended for those over the age of 14, due to the UK recognized curriculum not being available. For children who require secondary education after the age of 11, contact the Administration Coordinator on 0039 081 721 3405 or email ejsu-naples-ji-admin-co-ord@mod.uk for up to date information.

Television

SP and families living in SFA are entitled to a BFBS receiver, If there is no receiver in the property you contact BFBS and have one posted out to you, numbers can be found on the BFBS screen, make sure you have your service number/staff number available when you call. Tel: +44 1494878100

BFBS has no requirement to provide a service to Naples therefore if the SFA does not have a receiver/dish it is the responsibility of the occupier to have one installed. An allowance in LOA is made for this purpose



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Vehicles

Cars must BY LAW be registered with the Motor Vehicle Registration Office (MVRO) which is located on the US Navy Support Site at Gricignano. Tel: 081 811 4050.

Vehicles MUST also have at least Third Party Liability insurance cover provided by an Italian Insurer. This can be provided by Geico Insurance whose office can be found at the US Navy Support Site.

Tel: Geico 081 811 6568

A maximum of three vehicles may be registered during a single tour. All will be registered under the Allied Force South Italy system and provided with Italian civilian plates. The primary vehicle will be free of road tax and issued with a privilege certificate to enable the purchase of a tax-free NATO fuel card. Additional vehicles will attract road tax which is based on vehicle size and age.

Visitor Accommodation, access and entitlements

For information on visitor accommodation, visit the HIVE or call 0039 081 509 2628 for details of local hotels and apartments

Entitled personnel may, as sponsors, apply for temporary access to base for visiting family and/or friends.

SP/Entitled personnel may at the discretion of the US Navy, visitors must have a passport and the sponsor must have a valid driving license in order to gain access to the US Navy Support Site so that visitors can participate in activities such as bowling and the cinema.

What's On

For all the latest "What's On" information visit www.napleshiveblogspot.com

To receive regular updates, military discounts and news on events, register your email address free of charge



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DEPARTURE GUIDE

The information contained in this booklet are given as a guidance only and are not meant to replace/amend regulations contained in Service Regulations. Every possible care has been taken to ensure that all information contained is as accurate as possible, but you are reminded that you should study all relevant regulations carefully in conjunction with this booklet.

If you have any questions or would like more detailed information on any of the areas covered in this booklet, please contact the UK NSE Departure Clerk.



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CHAPTER 1 – Pre-Departure

SECTION 1 - Assignment Order (AO)

Once you have received formal notification in the form of an Assignment Order, you can then start to prepare for your move from Naples. As soon as your AO has appeared in your workflow, it is essential that you print a copy for your records.

SECTION 2 - Accommodation at your new Unit

It is your responsibility to apply for service accommodation if required at your new unit.

Service Families Accommodation (SFA) - All SFA applications are to be completed online using [MOD 1132 Form](#). Once this has been completed it will go directly to the housing allocation team who will process and send you back offers of available housing.

N.B the MOD 1132 Form can only be accessed using MODNET.

Single Living Accommodation (SLA) - If you intend to occupy SLA at your new unit, you are to contact the relevant mess / housing office to check availability and book a march in.

SECTION 3 - Movements & Storage of Personal Effects

AIM - To enable Service personnel and accompanying members of immediate family to move and/or store their Personal Effects (PE) at public expense, within entitlement, when assigned to a new duty station.

Furniture Movement Service - The FMS will be used for moves within the UK, NI, France, Germany, Holland, Belgium, Denmark, Luxembourg, Italy, Spain, Portugal and Norway. Normally only one consignment may be moved, and SP are not entitled to publicly funded storage. The FMS is available to;

1. Married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel moving to or from SFA or equivalents and SP occupying overseas (not UK) SFA by virtue of their appointment (but not unaccompanied personnel moving into surplus SFA or misappropriated SFA or SFA).
2. Married accompanied personnel, those in civil partnerships and PStat Cat 2 personnel moving to or from privately owned/rented unfurnished accommodation.
3. Single homeowners or householders moving between privately owned or rented accommodation (or SFA by virtue of their appointment). Such moves must be to an RWA. FMS is not available for moves to or from SLA or equivalents.
4. Personnel moving from an FMS country to a non-FMS country must use the Removal Service Overseas (RSO) with the remainder of their PE placed in storage in the UK.



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Self-Pack Service - The SPS is primarily intended for use by single non-homeowners and unaccompanied personnel, moving to or from a RWA in the UK or overseas and consists of one consignment only.

1. Married accompanied SP moving in advance of their immediate family may use SPS in conjunction with the RSO or FMS, however the volume moved under SPS will count towards the overall entitlement. The SPS can also be used in conjunction with RSO to minimise the inconvenience of long transit times.
2. Married unaccompanied personnel assigned to a new overseas duty station, where they will be joined by their family, may use the SPS but this will form part of the overall RSO/FMS PE entitlement for the family.
3. Under the SPS, SP are responsible for obtaining packing materials from unit supply, and for the packing and unpacking of their PE. The Contractor, or military supply system where appropriate, will arrange transportation.

Self-Pack Service Allowance - The PE scale for personnel moving under the Self-Pack Service is 6 CuM (1078Kg) for within, to and from UK and North West Europe For the rest of the world (ROW) (Italy included within ROW), it is in accordance with the below table.

Allowances (All Ranks) (Unaccompanied)		
Type of Accommodation	Allowance	Rank
2 room entitlement	4.10 CuM (738Kg)	OF3 and above
1 or shared room entitlement	2.85 CuM (513Kg)	OF2 and below

Agility Removals - Once you have received formal allocation of your accommodation, you can apply for your removals via the [Agility Logistics website](#). Once you have completed the online application, it will produce a form that you will need to bring into the UK NSE to be signed off by the HoL NSE. Once it has been signed, you will then need to collect it, scan and sent to the removal company. Any further correspondence will be between you and the removal company directly. **Agility Removals will not book your removals until you have a confirmed march-out appointment with DIO.**

EU Transition Transfer of Residence (TOR1) - All those moving on assignment between the UK and an EU country, from 1 Jan 21 will be required to complete a TOR1. This is a requirement of HMRC and has been reported to all our new arrivals and departures with AOs on record. This form is the responsibility of Agility, and the SP. Agility will need a copy of your TOR approval letter. Personnel are reminded that the TOR covers personal possessions, cars and any pets moving.



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Section 4 - Overseas Private Vehicle Provision

Aim – The aim of OPVP is to assist SP permanently assigned to or from an overseas location with access to a private motor vehicle.

OPVP Options

1. To contribute towards administrative and vehicle depreciation costs when selling and buying a vehicle. The SP must be able to demonstrate that **two** separate financial transactions have taken place. Or;
2. To contribute towards the charges incurred (up to the capped rate) when required to cancel a vehicle lease agreement. Or;
3. To contribute towards the cost (up to the capped rate) of privately shipping one vehicle to and from the permanent overseas assignment location.
4. Alternatively, SP who elect to self-drive to/from their permanent overseas assignment location are to refer to JSP 752 Chapter 6 Section 7 para 06.0719 for NW Europe or JSP 752 Chapter 6 Section 6 Privately Arranged Passage (PAP) for countries other than those detailed at 06.0719 (including intra-USA moves).

For further information on either of the options, please refer to JSP 752 Chapter 9 Section 4 or speak to the NSE staff.

Privately Arranged Passage

Aim - The aim of a Privately Arranged Passage (PAP) is to provide assistance towards the travel costs incurred by Service personnel and accompanying immediate family when they are required to make a duty journey on assignment but, for personal reasons, they choose to travel by other than the recognised flight route.

Service personnel and/or immediate family members who wish to undertake a PAP are required to complete an 'Authority and Entitlement Certificate', which is to be submitted to their CO at least 6 weeks in advance of the date when the official journey is required. When Service personnel are required to proceed on assignment at short notice, and an assignment order has not yet been received, the written approval of the assignment authority must be obtained in addition to the CO's approval.

For more information regarding PAP and for a copy of the application form, please refer to JSP 752 page 221 or speak to the NSE.



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Section 5 - MVRO & DVLA

MVRO - Check that your MVRO registration documents are still in date before you book an appointment to de-register your vehicle. If your documents will not be in date, you will need to re-register your vehicle like you would for an annual renewal, even if you are departing in a few weeks/months, this still needs to be completed prior to de-registering your vehicle.

Any departures which take place 90 days prior to your original FAD will require the completion of a new 'RUSSO' letter. You can obtain this from the Arrivals Clerk within the UK NSE.

De-Registering - Schedule an appointment with the MVRO at mvronaples@eu.navy.mil for one or two days prior to your departure and bring the following:

1. Your current AFI vehicle registration OR temporary UK registration from DVLA
2. Your Italian cover plates (plates must be cleaned prior to your visit). If one or both of your Italian license plates is/are missing, you are required to make a denouncement with the Carabinieri (original must be brought to MVRO)
3. Proof of Insurance
4. You **must** bring your yellow Gas Ration Card (held at the MWA Tobacco and Gas Store).
5. Clearance chit stamped and signed

MVRO will provide you will the following:

1. A new AFI Vehicle Registration Document which will expire 15 days after your departure from Naples.
2. Plastic license plates with your AFI Registration number
3. Temporary Plate (plastic plate) permit.

Important Facts You Need to Know

1. Fill your car with fuel using your FORAX Card prior to de-registering your vehicle, once de-registered your privilege to tax-free fuel will end.
2. You may be required to pay exportation fees and Value Added Tax (33% of the market value of the vehicle) if you are exporting your vehicle 90 days prior to your end of tour date.
3. Italian Customs only authorises the exportation of VAT free vehicles when it is in conjunction with your end of tour date.



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GEO & DVLA

If you are planning to import your vehicle back to the UK, you are to import it through GEO and DVLA. All the info and processes can be found [here](#).

Before you complete the application forms, you will need your Unique Reference Number (URN) which you will find on your TOR1 approval letter.

To start the process, you will need to send the following documents to GSO-GEO-CI-GPMailbox@mod.gov.uk and please do so about 4 weeks before the travel date:

1. Copy of Assignment Order
2. Copy of the Italian registration document
3. Colour of the vehicle
4. Original DVLA registration number plate (copy of V5c or VX302 if available)
5. Vehicle cubic capacity (cc)
6. Whether the vehicle was tax free, or tax paid on purchase

GSO (customs) will then apply to HMRC for a NOVA reference which you can then use to DVLA register your vehicle with the GSO VLO before departing Italy.

Once NOVA application is approved, you must contact the GSO VLO team. They will register the vehicle with DVLA on your behalf. You will be required to pay GSO for the cost of vehicle tax (in euros) but they will instruct you on this.

For the DVLA application you will need:

- a. v55/5 (pages 1 and 2) Attached.
- b. Proof of UK Address provided on the V55/5. This can be your new quarter address. The new V5C will be sent in the post by DVLA to this address.
- c. Italian Logbook/Registration document. Plus, old V5C or VX302 if available.
- d. Valid UK Insurance Certificate or Cover Note, this must be a UK insurance to register in the UK.
- e. Vehicles over 3 years old must have 14 days or more remaining on their HN registration document from date of requested DVLA registration. Once landed in UK you have 14 days to complete an MOT.
- f. For vehicles not previously registered in the UK
 - i. List Price/Value of the vehicle before discounted price; inclusive of upgrades
 - ii. Certificates of Conformity (CoC)



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The above application is the first step to DVLA registration, once DVLA have actioned your application they will send notification of road tax payment which will be paid by bank transfer into the EJSU account in EURO.

The date you choose to start the DVLA registration, your UK insurance must begin, your road tax will have been paid and original UK VRN (if applicable) will be re-issued to the vehicle, you will need to confirm if you have the original UK number plate.

As long as the TOR/DVLA/GSO/NOVA process is complete and you have UK tax/insurance paid, you will be able to return to UK in a DVLA registered vehicle, wearing the UK registration plates and de-register with MVRO before departing Italy.

Section 6 – Pre-March out / March out

All Service personnel who are occupying service accommodation (SLA & SFA) are required to arrange a pre-march out (min 2 months prior) **and** march out from their property. It is your responsibility to arrange the appointments via DIO: DIO-NAPLES-HousingEnquiry@mod.gov.uk. Appointments for your march out must be made before the removals are booked, Agility will not accept any removals applications without this date.

Section 7 – Schooling

If you have missed the usual application deadline for schools in your new area, ensure that you check the local council rules for casual / out of cycle applications, and ensure that you notify them that you are a Service family. Schools receive extra funding for Service families and have a waiver to allow them to breach usual class size limits as part of the Armed Forces Covenant. Note this waiver is relatively small and is subject to separate health and safety related class size limits, and so should not be considered a panacea to all the problems of getting the kids into school. Engage as early as you can.

Section 8 – Travel

Flight

All Personnel who wish to fly to their next assignment are to submit a Travel Application form, ([Annex D](#)) signed by their LM and SNR to the EJSU Shape Travel Cell along with a copy of your AO and confirmation of removals. The Travel Cell will either book flights or provide the authority to book flights via HRG and confirm any further entitlements.



Self-drive/Ferry

If you choose to travel via road/ferry, you must submit a Travel Application form ([Annex D](#)) stating what you require (e.g., 1 NS, Eurotunnel, or Ferry booking) and send to the EJSU Shape Travel Cell along with a copy of your AO and confirmation of removals. EJSU Shape Travel Cell will then provide you with the authorisation.

Once you have made the journey, you can submit your expense claim via your JPA Self-Service.

It is essential that you keep your receipts and keep a copy of your authorisation should it be requested upon arrival at a new unit. It is important you read the regulations with regards to what is covered under self-drive arrangements.

Once EJSU Shape have processed your Travel Application they will inform you of your entitlement to subsistence and amount.

Section 9 – Clearance

All Service personnel are required to clear from JFC Naples. Failure to complete the clearance certificate will result in the delay of travel arrangements being issued and further action being taken.

NATO / NCIA personnel are to speak to NATO J1 to collect a 107 form (security clearance).

Both clearance certificates are to be completed and handed back to the relevant J1 office prior to departure. They are to be stamped and signed by the relevant sections. You will find the NSE clearance certificate at **Annex A**.



Chapter 2 – Pay & Allowances

Section 1 – Relocation Leave

Relocation Leave (RL) is an authorised period of absence granted to Service personnel on assignment between or within theatres, or from one overseas location to another overseas location. In accordance with JSP 760 (Chapter 3), you will be awarded 10 days which will be added to your JPA by your Unit HR. You will have up to 6 months to use the RL and if it is not used then your Unit HR will remove it from JPA. It is important to note that RL **does not** attract LOA. If you are internally moved to another location within the same country, you will be awarded 5 days RL.

Section 2 – Disturbance Expense

Disturbance Expense (DE) can be applied on JPA 45 days prior to your move date via self-service under 'My Home & Travel'. The rates can be found in JSP 752.

DE is there to contribute towards the necessary additional expenses that may arise when the Services require their personnel to make a qualifying move to or from a RWA on permanent assignment. SP posted back to the UK are to submit under UK rate and SP posted to another overseas location are to submit under the overseas rate.

You can only claim the Child Element for each child who is receiving full-time education, which includes nursery school or technical college, and there is a requirement to purchase new school uniform for the child as part of your move, children remaining in the same school (CEA claimants) are not eligible for this.

Section 3 – Split Pay / Italian Bank Account

All personnel who have an Italian bank account are required to close their account prior to departure. If your pay is currently being split into an Italian account, it is your responsibility to inform the UK NSE of a date of when it is to be ceased.

Section 4 – Advance of Pay

If you require an advance, you can apply for up to 4 months net pay which is repaid over a 12-month period. Please complete a JPA Form E004 and hand into your Unit HR staff for action.

Section 10 – CEA

All personnel who are in receipt of CEA are reminded to apply for a new EC in preparation for their departure. Once you have departed Naples, your CEA records will be sent to your new unit on your behalf.



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Chapter 2 – Miscellaneous

Section 1 – National Insurance Credits for Spouses

Spouses or civil partners of His Majesty's Forces who are on an accompanied assignment outside the UK, are awarded National Insurance Credits when they are with their spouse or partner on such an assignment.

To apply for National Insurance Credits click the link [Application for NI Credits](#)

You should not apply for National Insurance credits no more than four months before the confirmed end date of your accompanied assignment outside the UK and no later than the end of the tax year after the end of the assignment. **Only** the HoL NSE can sign off the application form as the Naples Welfare Officer.

Section 2 – Telephone/Internet Contracts

All personnel (if applicable) are to close their telephone/internet contract through the Families Centre (MWA building). A minimum of 30 days' notice is required to close the account and generate a spot bill which you will need to pay before departure, although, it is recommended to start sooner rather than later. It is strongly recommended that you obtain written confirmation from the Families Centre of notice to close the account and proof of final settlement.

Section 3 – Pets

Please refer to the link for guidance on applying for a [Pet Passport](#)



South Italy – Departure Routine

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RANK/POSITION	NAME	SERVICE NUMBER
POSTED TO	AO DATE	DEPARTURE DATE

All Personnel – SSSO	1RO	British Forces Post Office (BFPO)
(Stamp)	(Stamp)	(Stamp)
Signature:	Signature:	Signature:
Date:	Date:	Date:
BFF Cashier – OR6 & Above	MVRO	British Forces Clinic (BFC)
(Stamp)	(Stamp)	(Stamp)
Signature:	Signature:	Signature:
Date:	Date:	Date:
JFCNP J1	Pass & Permits Office	ComSec Custodian (STRAP/COMSEC inducted pers & UK NIC pers)
(Stamp)	(Stamp)	(Stamp)
Signature:	Signature:	Signature:
Date:	Date:	Date:
UK NSE (Final Stamp)		
(Stamp)		
Signature:		
Date:		

All Personnel are required to complete & return this form to the UK NSE prior to departure having signed the declaration on the rear of this Annex.

South Italy – Clearance Declaration

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Declaration

1. I am aware that I must clear from JFCNP J1 at the earliest opportunity.
2. I can confirm that I am aware if my departure date as detailed above should change, I am to inform the UK NSE as it will affect pay and allowances.
3. I can confirm that my JPA Self -Service is up to date including the following areas (Emergency Contact, Phone Numbers, Individual Leave and Relocation Leave).
4. IAW JSP 754 Chapter 2 Section 6, I authorise the recovery of an acknowledged public debt direct from my pay account,
5. I certify that I have completed or issued Power of Attorney or made alternative arrangements for the closure and payment of any outstanding personal utility bills (i.e. Telepass, Bank Charges, Telecom Italia, and MVRO).
6. I am aware that I must complete the NSE Departure Routine before I depart JFCNP.

Date:	Signature:
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South Italy – Departure Checklist

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Ser	Item	√	Notes
1	Copy of Assignment Order		
2	SFA/SLA Application		
3	Departure Date		
4	Transit Accommodation		
5	Pre-March Out / March Out		
6	Hotel		
7	Travel – Air / Ferry		
8	Relocation Leave		
9	Disturbance Expense		
10	Removals		
11	SCV / CEA		
12	Departure Routine		
13	Advance of Pay		
14	Relocation Leave		
15	NI Credits for Spouses		
16	Bank Account (Split Pay)		
17	'RUSSO' Letter / De-registration		
18	Security Clearance		
19	Passports		
20	ID Cards		
21	Railcards		
22	Mail Re-Direction		
23	Pet Passport (as applicable)		

Declaration – Service Person

I can confirm that I am content with the information I have been given and have received copies of any of the above documentation as requested.

I am aware that it is my responsibility to check my pay statements each month and maintain my personal information held on JPA.

I am aware that should there be any changes to my departure date I am to inform the UK NSE at the earliest opportunity.

Name:

Signature:

Rank:

Date:

South Italy - Departures

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Annex D – Departure Feedback Form

The UKNSE is continually striving to improve its services not only to Service Personnel but the community as a whole. Please would you kindly circle the relevant boxes below to indicate the relevance and effectiveness of the activities below. On completion please pass to Chief Clerk. Thank you for your assistance.

1 = Inadequate; 2 = Poor; 3 = Satisfactory; 4 = Good; 5 = Excellent

General	1	2	3	4	5	Comment
Departure email						
Comms with Departure Clerk						
Departure Booklet	1	2	3	4	5	Comment
Assignment Order						
Accommodation						
Travel Arrangements						
Removals						
Clearance Certificate						
Pay & Allowances						
Vehicles						
Miscellaneous						
Departure Annexes	1	2	3	4	5	Comment
Check List						
MVRO Fact Sheet						
If you have any comments or suggestions, please use the space below to list them.						