

**Office of Civilian Human  
Resources**

**Overseas Program Center**

*Europe, Africa, Central*

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**Statement of Living and  
Working Conditions**

**Naples, Italy**

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## Table of Contents

<b>Introduction .....</b>	<b>4</b>
<b>Mission Statement .....</b>	<b>4</b>
<b>Country Information.....</b>	<b>4</b>
<b>Geography and Climate .....</b>	<b>4</b>
<b>Local Customs and Conventions .....</b>	<b>4</b>
<b>Government of the Area .....</b>	<b>5</b>
<b>Living Abroad .....</b>	<b>5</b>
<b>Standards of Conduct as Representatives of the United States .....</b>	<b>5</b>
<b>Cost of Living.....</b>	<b>6</b>
<b>Employment Opportunities for Spouses and Dependents .....</b>	<b>6</b>
<b>Housing .....</b>	<b>6</b>
<b>Installation Facilities and Services Available.....</b>	<b>7</b>
<b>Medical and Dental Services and Health/Sanitary Conditions .....</b>	<b>7</b>
<b>Educational Support .....</b>	<b>7</b>
<b>Mail and Communications .....</b>	<b>8</b>
<b>Money and Banking.....</b>	<b>8</b>
<b>Child Care Services.....</b>	<b>8</b>
<b>Navy Exchange .....</b>	<b>9</b>
<b>Ration Cards.....</b>	<b>9</b>
<b>Commissary.....</b>	<b>9</b>
<b>Family Services.....</b>	<b>9</b>
<b>Morale, Welfare and Recreation .....</b>	<b>9</b>
<b>Religious Activities.....</b>	<b>9</b>
<b>Security Considerations .....</b>	<b>10</b>
<b>Pre-Employment Information .....</b>	<b>10</b>
<b>Passport and Visa Requirements .....</b>	<b>10</b>
<b>Medical Requirements .....</b>	<b>10</b>
<b>Family Members with Special Needs.....</b>	<b>10</b>
<b>Permanent Change of Station Information.....</b>	<b>11</b>
<b>Overseas Processing .....</b>	<b>11</b>
<b>Sponsors.....</b>	<b>11</b>

Travel.....	11
Expenses.....	11
Household Goods .....	11
Firearms .....	11
Privately Owned Vehicles.....	12
Pets.....	12
<b>Pay, Advances, Allowances and Differentials .....</b>	<b>12</b>
Locality Pay .....	12
Advanced Pay.....	13
Allowances and Differentials .....	13
Living Quarters Allowance.....	14
Post Allowance.....	14
Temporary Quarters Subsistence Allowance.....	14
Foreign Transfer Allowance.....	15
Separate Maintenance Allowance .....	15
Educational Travel.....	16
Property Management .....	16
<b>Arrival Information.....</b>	<b>16</b>
Airport.....	16
Lodging.....	17
In-Processing.....	17
<b>Working Overseas .....</b>	<b>17</b>
Tour Lengths .....	17
Training and Development.....	17
Hours of work, pay periods and holiday observances .....	17
Leave Accrual .....	17
Home Leave .....	18
Environmental and Morale Leave.....	18
Working with Host Nation Employees.....	18
Additional Resources.....	18

## Introduction

This Statement of Living and Working Conditions is designed to provide general information for prospective employees of the Department of Navy (DON) installation(s) located in Naples, Italy. Life overseas can present numerous challenges and place unique demands on the unprepared American, but it can be a rewarding and memorable experience once the mechanics of living in the overseas area have been mastered. Every effort has been made to cover areas of greatest interest; however, every selectee for overseas assignment is assigned a sponsor to assist with the overseas move and to answer questions. The servicing Human Resources Office (HRO) will provide information on the assigned sponsor after selection.

## Mission Statement

Navy Support Activity (NSA) Naples, Italy is a United States (U.S.) Navy installation that is structured under Commander, Navy Region Europe, Africa, Central (CNREURAFCENT). As the premiere NSA in the Mediterranean theater, we host over 50 separate commands and about 9,500 personnel. The nexus of responsive air, port, and operational readiness support, it is home to US Naval Forces Europe and SIXTH Fleet units, including the forward-deployed flagship, the USS MOUNT WHITNEY (LCC 20). An integral part of the North Atlantic Treaty Organization (NATO) Regional Headquarters, Allied Joint Force Command (JFC) Naples, NSA Naples projects collaborative excellence exercising area coordination in Naples and Gaeta regions. Fortifying alliances, we facilitate precise aircraft movements, fleet logistics, and mission support to visiting, deploying, and redeploying US and Coalition Forces throughout various ports in Italy and across the span of CNREURAFCENT. Aligned with the Navy Family Framework, we provide deliberate and targeted services to innovative and agile shore-based personnel and their families sustaining joint forces resilience and readiness.

## Country Information

### Geography and Climate

(1) NSA Naples is located approximately 60 miles (96 kilometers) south from the city of Gaeta and 145 miles (235 kilometers) from Rome. Situated on the west coast of southern Italy on the Tyrrhenian Sea, Naples is a cosmopolitan city with a mixture of both old and new. Its temperate climate, rich historical roots, and friendly people enhance the adventures Naples has to offer.

(2) Central and southern Italy enjoys a climate moderated by the Mediterranean Sea with cool, rainy winters and moderate weather during spring and fall, while heat creeps north from Africa in the summer.

### Local Customs and Conventions

One of the most noticeable cultural differences in Naples is the concept of time. After you are here for a while, you will realize that the Neapolitan pace of life is not as rushed as that of Americans. Italian is spoken throughout Italy and Neapolitan's have a unique dialect using arms and hands to animate conversations and emphasize viewpoints. You will be both a resident of Italy and a representative of the U.S. and the U.S. military.

## Government of the Area

All personnel and their families assigned overseas are covered under the Status of Forces Agreement (SOFA). As such, you and your family members are subject to the laws and jurisdictions of the host country and are expected to abide by all local laws and customs. Newly reporting personnel and their families attend an Area Orientation Brief and Inter Cultural Relations within the first 90 days, where you will be made aware of the rules and regulations governing your stay here.

(1) There is no immunity from prosecution granted under the SOFA. The government of Italy has jurisdiction over members of the civilian component and their family members in both civil and criminal actions.

(2) The Region Legal Service Office Europe, Africa Central (RLSO EURAFCENT) is responsible for monitoring all criminal trials in southern Italy involving U.S. personnel. When you arrive in Italy, you should become familiar with the Italian laws most likely to affect you. Your command legal officer should be able to provide this information. You may also contact RLSO EURAFCENT for an appointment with an attorney for further information.

(3) Under the NATO Status of Forces Agreement, military members, civilian employees and family members are subject to Italian laws regarding drugs and alcohol. Drunk driving is a serious offense under Italian law. A blood alcohol level of 0.05 is sufficient for a DUI conviction in Italy. Immediate impoundment of a driver's vehicle, suspension of his or her license, heavy fines and a trip to jail should all be expected.

(4) Within eight days of their arrival in Italy, all Department of Defense (DoD) civilian employees and their family members are required to apply for a Sojourner Permit (Permesso di Soggiorno). This document is issued by the Italian government. A Sojourner Permit is a confirmation of your legal resident status in Italy, much like an American Green Card. If you do not have a visa upon arrival in Italy, you cannot obtain a Sojourner Permit. It is different from a visa, which is merely an approval for entry into the country. Italian law requires all foreign personnel working or living within Italy, other than an active-duty service members under military orders, to apply for a Sojourner Permit within eight days of arrival in Italy.

## Living Abroad

### Standards of Conduct as Representatives of the United States

#### (1) Employee Responsibility

Each American overseas has the important task of being a goodwill ambassador of the U.S. The individual behavior of each American is the primary basis on which local nationals form their opinions of the American National character. Their opinions of Americans in turn have a direct bearing on what they will do at the polls to back up the Government's pro-American foreign policy. Your behavior, and that of your family, is the subject of critical inspection. To be an unofficial goodwill ambassador to our hosts requires sincerity, cordiality, tact and understanding. When a U. S. citizen employee's conduct, whether on or off duty, or that of his or her family, would be detrimental to their continued presence in the country, or when the foreign

government advises that the presence of a U. S. citizen in the country is not desired, the employee may be reassigned to an appropriate position in the U.S. under procedures applicable to the specific case.

## **(2) Conduct of Dependents**

Sponsors are solely responsible for the indoctrination, care, supervision, and conduct of their dependents. They are to ensure that their dependents obey all local Navy regulations and instructions in addition to Host Nation laws. Sponsors may be held responsible for restitution in cases where their dependents have caused personal injury or property damage.

## **Cost of Living**

The cost of living fluctuates with the local economy. When comparing the cost of living in Naples against the cost of living in Washington D.C., Naples is significantly less and this is represented in the additional Cost of Living Allowance (COLA)/Post Allowance provided to civilian employees with a Naples, Italy permanent duty station.

## **Employment Opportunities for Spouses and Dependents**

Finding federal civilian jobs can be easier overseas than in the U.S., but the process takes time. You can find federal jobs posted on the [USAjobs.gov](https://www.usajobs.gov) site. With the help of the [Military Spouse Preference program](#), you could also be eligible for certain preferences when applying for DoD civilian jobs overseas. Installation service jobs for programs such as Morale, Welfare and Recreation (MWR) may also be available through the individual MWR website.

## **Housing**

(1) Most DoD Civilians opt to live on the local economy and you may also request to live on base in Military Family Housing (MFH). All newly arriving DoD civilians must report to the Housing Service Center (HSC). Available options will be discussed during the area orientation process.

(2) Living on Base (Base Housing): DoD Civilians with a transportation agreement and accompanying dependents are eligible to place their name on the waiting list to reside in Military Family Housing (MFH). Proof of dependents is required. Assignment will be based on equivalent military rank, family size and composition.

(3) Homes in Italy differ from those stateside. There are apartments, in-villas (generally two floors of a house) and villas (single homes within a fenced perimeter) and are smaller than homes/apartments in the U.S. Bedrooms are smaller than American standards. Carefully consider the total weight and items being shipped. You should not ship large American appliances (stoves, dishwashers, refrigerators, washers or dryers) as these items are issued for your full tour when not furnished with the property.

(4) Electricity is 220 volts, 50 cycles. You will need a transformer to convert electricity for your American household appliances and adapters for Italian outlets, which are round-pronged. If you use transformers, turn them off when not in use, as they pull a lot of power.

# Installation Facilities and Services Available

## Medical and Dental Services and Health/Sanitary Conditions

(1) **Medical Services** - The U.S. Naval Hospital (USNH) Naples provides services to civilian employees on a space available basis only. Civilians may be referred to seek treatment on the local economy. Emergency care is available 24 hours a day, seven days a week. **Receiving specialized medical services overseas is a common and costly problem for the Naples area and in many cases, families are returned to CONUS at an enormous cost to the government. Therefore, it is strongly advised that employees and family members with serious or reoccurring health conditions carefully consider their suitability for this overseas location.** For additional information on USNH Naples, <https://www.med.navy.mil/sites/napoli/SitePages/home.aspx>. For specific questions about medical capabilities at USNH Naples, email the Operational Forces Medical Liaison Services office at [usn.naples.navhosnaplesit.fleet-liaison@mail.mil](mailto:usn.naples.navhosnaplesit.fleet-liaison@mail.mil).

(2) **Dental Services** - DoD civilians and their families are seen on a space-available basis. A fee for services, as determined by the DoD, is charged for all dental evaluations and treatment rendered to DoD civilians. It is strongly recommended that necessary dental treatment be completed prior to arrival in the Naples area.

(3) **Health Conditions** - In July 2008, the Navy issued a “bottled water advisory”, which states that U.S. personnel living off base should use bottled water for drinking, cooking, food preparation, making ice, brushing teeth, and for pets. Landlords must provide containerized water service from a Navy-approved vendor.

For additional information on the current public health environment in Naples, Italy, visit [https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/health\\_awareness.html](https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/health_awareness.html) and/or contact the Preventive Medicine team at Commercial: 39-081-811-6299 or DSN: 629-6299.

U.S. personnel who have health related questions may also contact the U.S. Naval Hospital Naples, Public Health. The phone number is 629-6457 (DSN) or 39-081-811-6457 (commercial). Health professionals are available for one-on-one consultations to discuss personal health concerns.

## Educational Support

The Department of Defense Education Activity (DoDEA) Schools was established to provide high quality education for authorized dependents of DoD personnel assigned overseas. They are responsible for pre-kindergarten through 12th grade educational programs on behalf of DoD. New students registering for enrollment in DoDEA Europe schools overseas are required to provide verification of dependent status and Active Duty or Civilian Sponsor status. For more information on DoDEA Europe visit their website at <https://www.dodea.edu/Europe>.

For additional information on Naples Elementary School visit <https://www.dodea.edu/NaplesES/> and Naples Middle High School at <https://www.dodea.edu/NaplesMHS/>.

## **Mail and Communications**

(1) Postal services in Naples are spread out over a wide geographic area. Naples-area military post offices provide many of the same services offered stateside. Being OCONUS you can anticipate a delay in sending and receiving mail.

(2) Residential telephone and internet services can be arranged on base via the residential housing office and or on the local economy. The base also has local Vodafone offices on site as one of the many local companies offering cellular and internet services.

## **Money and Banking**

In Italy, you will rely on cash much more than you did in the U.S. There are various places to change money both on and off base with two types of facilities: banks and exchange bureaus ("cambio"). Fluctuation in the exchange rate is not uncommon. Rent and other housing expenses will require payment in euro.

## **Child Care Services**

Naples offers two Child Development Centers (CDCs): one at Capodichino and one at Support Site. Each center is staffed with caregivers trained in early childhood development techniques and who offer developmental activities in accordance with guidelines published by the National Association for the Education of Young Children. All technician aides are trained in CPR, first aid and in developmental practices. The CDC environment is appropriate for each child's age level, and the program of services provides high quality child care. The Naples CDCs reflect the Navy's commitment to providing only the highest quality care for your child. Cost for CDC services is calculated on a sliding scale based on total family income. The Child and Youth Programs Division can estimate charges over the phone, but the actual costs are calculated directly from the parents' leave and earnings statements.

**Child Development Homes** - The demand for childcare services is sometimes far greater than the CDC can provide. Another care option in Naples is the Child Development Home (CDH) program. These in-home care providers help fulfill the needs of the community by offering children individualized quality care in government-owned or government-leased quarters. While each CDH provider is essentially an independent business enterprise, they operate under the guidance of the MWR Child Development Program and NSA Naples. For details call the Youth Center at DSN 629-4722 or Commercial 081-811-4722.

**School Age Care** - A before and after school program is offered at the Youth Center in the Support Site Village Forum. The program is affiliated with the Boys & Girls Clubs of America and 4-H. Children in first through sixth grade are eligible to participate. During the summer months, Child and Youth Programs (CYP) hosts a summer day camp that offers a variety of activities, such as swimming and clubs.

**Teen Center** - The Teen Center is a place where teens in grades seven through 12 can get away from it all. Located at Support Site, the center features a gymnasium with basketball and volleyball set-ups, a lounge area, computer stations, a video game room, a sound room, a recording studio and a movie room.



## **Navy Exchange**

The main Navy Exchange (NEX) is located at Support Site. The NEX has nearly 75,000 square feet of floor space and carries a variety of electronics, housewares, toys, sporting goods, furniture, garden items, and cosmetics and beauty products. The NEX also carries clothing and shoes for women, men, infants, boys, and girls. Stores located in the NEX retail center include an optical shop, a barber shop, a beauty salon, a bike shop, wine shop, a photo center, a flower shop, a tailor and a dry cleaner. You can also find an ice cream shop, fine jewelry sales and a pack 'n' wrap. The food court in the NEX mall houses franchises of Subway, A&W, KFC and Taco Bell, as well as a Dunkin' Donuts.

## **Ration Cards**

The sale of tobacco products and alcoholic beverages (other than beer and wine) is controlled by ration cards. The command holding your service record will issue you the ration card for tobacco products and alcoholic beverages. Eligible DoD civilian personnel are entitled to a monthly allowance of tax-free gasoline with the intent of providing sufficient tax-exempted fuel for home to work travel. The monthly ration and type of fuel is determined by the engine size, engine base horsepower and type of fuel required by the member's primary vehicle, which must be registered at the Motor Vehicle Registration Office (MVRO). The NATO Forces Fuel Card is valid for unleaded or diesel fuel at authorized gas stations. Your fuel transactions will be billed to the payment method provided during registration and you will receive a bi-weekly invoice and a monthly statement. Fuel rations are not rolled over month-to month. Any unused liters in your ration will expire at the end of the month.

## **Commissary**

The Commissary is located at Support Site in the NEX retail center. The Commissary has 33,500 square feet of floor space with new products introduced daily. The store also carries foods to meet many special dietary needs. The Commissary features a deli, a bakery and a bistro for quick service, as well as special order services. The Commissary is open seven days a week for your shopping convenience.

## **Family Services**

The Fleet and Family Support Center (FFSC) provides a wide range of services, including information and referral, life skills education, relocation assistance and clinical counseling. The FFSC has two main locations: one at Support Site and one at Gaeta. Fleet and Family Support Center (FFSC) can be reached at DSN 629-4896 or Commercial 081-811-4896.

## **Morale, Welfare and Recreation**

Morale, Welfare and Recreation (MWR) programs and scheduled events can be found at several convenient sources such as [www.naplesmwr.org](http://www.naplesmwr.org), the monthly "Volcano" publications at [www.issuu.com/mwrnaples/docs](http://www.issuu.com/mwrnaples/docs) or you can see what's going on at [www.facebook.com/mwrnaples](http://www.facebook.com/mwrnaples) and also the weekly base newspaper "Panorama."

## **Religious Activities**

The NSA Naples religious program provides a variety of religious activities and spiritual care in support of all members of the U.S. armed forces, as well as civilian employees and family members. Types of divine worship services offered on base include Roman Catholic, Traditional

Protestant, Contemporary Protestant, Hallelujah Full Gospel, Seventh-Day Adventist, Jewish and Zen Buddhist.

## Security Considerations

Americans, as well as Italians, learn to be security conscious and evaluate the precautions taken to safeguard their property. Consideration should be given to storing items of great sentimental value or items of high value that are unnecessary to have during an overseas tour. You are strongly encouraged to take out private insurance or update your current policy, if you have one. Keep in mind that there are no safety deposit boxes available onboard military installations.

## Pre-Employment Information

### Passport and Visa Requirements

All DoD civilians, including children, require an official passport and a Missione Visa for entry into Italy. Separate passports are required for each child. Family members who are not U.S. citizens may not be issued a no-fee official passport. DoD civilians and their respective family members must request and receive the visa through their travel office or from the nearest Italian Consulate prior to their departure from the U.S. Visas require several weeks to obtain, and you cannot obtain a visa once you arrive in Italy. Selectees should start the application for passports for themselves and authorized family members as soon as they receive clearance to do so by the servicing HRO.

Verification of country specific requirements are available on the Foreign Clearance Guide website. <https://www.fcg.pentagon.mil/fcg.cfm>

### Medical Requirements

Currently there are no vaccination requirements to enter Italy. Please visit the CDC website at <https://wwwnc.cdc.gov/travel/> for specific information regarding required immunizations, specific contagion testing requirements as well as any travel related health notices.

### Family Members with Special Needs

In accordance with Department of Defense Instruction 1315.19 “The Exceptional Family Member Program (EFMP)”, selectees for overseas employment with the DON are encouraged to provide all relevant information concerning any medical, educational, or other special needs of accompanying family members that may require accommodation at the overseas location. The information provided will be used by the HRO to determine the availability of facilities and or services which may be needed to meet any medical, educational, or other special needs of the accompanying family members. Information provided will be maintained in strict confidence and given only to those with an official need to know. The DON selects civilian employees for specific positions based on job requirements and merit factors; a selection for an overseas position will not be affected by the special needs (if any) of the selectee’s family member(s).

Use of the following forms to provide information on accompanying family member special needs is highly encouraged to determine if those needs can be met at the new duty location.

DD Form 2792, *“Family Member Medical Summary”* for each family member with special medical and DD Form 2792-1, *“Exceptional Family Member Special Education/Early Intervention Summary”* for each family member with special educational needs who has an Individualized Educational Plan (IEP) or an Individual Family Service Plan (IFSP). If intending to enroll children at a DoDEA school, this form is mandatory.

## Permanent Change of Station Information

### Overseas Processing

The HRO servicing the activity where you are currently employed, will process you for your overseas assignment. If you are not a DON employee, a nearby HRO may not always be DON. The Army or Air Force can do a courtesy processing in those situations. You and your family members will be furnished additional information and instructions regarding passports and visas, physical examinations, immunizations, family members’ entry approval, issuance of travel orders, baggage allowance, and other pertinent details.

### Sponsors

A sponsor is designated by the command for each newly selected employee. Your command sponsor will provide you with current information on living and working conditions, assist in making temporary lodging reservations, answer questions, meet you upon arrival, and otherwise assist you in making the transition from the U.S. to your duty station overseas.

### Travel

You will be required to travel by air from the port of departure unless there are medical reasons why you should not do so. Family members also travel by air. You must inform the HRO servicing the overseas command and your sponsor of your flight schedule, to include any changes.

### Expenses

It is highly recommended that you check with your sponsor on currency exchange rates and the amount of money that is advisable to bring with you, depending upon the size of your family, to cover living expenses after arrival and pending receipt of your first paycheck. After your arrival overseas, you may submit a claim for reimbursement of travel and transportation expenses incurred while in an official travel status. To properly itemize your expenses, you should keep a detailed record of departure and arrival times, layovers, and costs. Keep all receipts.

### Household Goods

Upon receipt of PCS Orders, contact your nearest Personal Property Office (PPO) to arrange for shipment/storage of your household goods (HHG). Naples is not a weight restricted area, so you may ship your full weight allowance. Depending on the origin, it usually takes 65 to 85 days for household goods to arrive in Naples from the continental U.S. and 100 to 160 days to arrive from elsewhere.

### Firearms

The Italian government has imposed a ban on shipment of privately-owned firearms to Italy. Privately-owned firearms include any weapons that are designed for or can be readily converted

to be used for attack, defense, sports, games or hunting by driving a projectile through the barrel. This includes air pistols, air rifles and firing replicas of antique firearms. Additionally, the ban includes other weapons, such as spring-opening knives, fixed bowie knives, straight-edge razors, brass knuckles, blackjack devices, cans with sharpened points, pipes, chains, slings and any other similar weapon which may be used for assaulting a person. Italian law states that pocket knives may be carried, but the blade must not exceed two inches in length. Failure to comply with this requirement will result in the return of the firearm to the U.S. at member's expense, possible confiscation by Italian authorities and payment of fines to the Italian government.

## **Privately Owned Vehicles**

DoD civilians are entitled to ship one POV overseas at government expense. Contact <https://www.pcsmypov.com/> online and review the shipping requirements. Once your POV has cleared through customs you will be notified by the Vehicle Processing Center to arrange delivery. Insurance and Registration of the vehicle is your responsibility. The vehicle you ship enters Italy free of import duty. Vehicles shipped must be in mechanically safe operating condition and must undergo a detailed safety inspection before registration. If shipping a POV, it will take considerable time for your car to arrive. Estimated transit times are 45 to 90 days. If your auto requires special parts/filters etc., buy them before you get here and have them on hand when you need them.

All mopeds, motorcycles, motorbikes and motor scooters shipped with your HHG enter Italy duty free and must be registered with the MVRO prior to delivery.

## **Pets**

There is no quarantine period in Italy, but you will be required to have a current rabies immunization record on your animals. The pet must have had the rabies shot not more than 12 months and not less than 30 days prior to arrival in Italy. In addition, a veterinary health certificate with the following data is required: personal identification of the owner and a detailed description of the animal attesting to its good health. This certification is good for only 10 days from the date of examination and must be certified by an official veterinary service. As soon as you know your travel details, contact your local veterinarian to assist with the pet travel process. Factors to consider may include meeting time frames for obtaining a health certificate, updating vaccinations, diagnostic testing, or administration of medications/treatments. Consult the U.S. Department of Agriculture, Animal and Plant Health Inspection Service at <https://www.aphis.usda.gov/aphis/pet-travel/take-pet-to-foreign-country>, for specific exportation requirements. It is the responsibility of the pet owner to make sure your pet has met the requirements of Italy. Failure to meet the requirements may result in problems gaining USDA certificate endorsement or difficulties upon arrival in the destination country.

## **Pay, Advances, Allowances and Differentials**

### **Locality Pay**

Locality pay is not authorized overseas. Locality pay will be discontinued on the date you enter the rolls of the overseas activity. Locality pay will not be used in setting pay in an overseas area.

Employees considering retirement upon completion of their overseas tour should carefully weigh the economic benefits of overseas employment versus the likely reduction in annuity compared to remaining in the U.S.

### **Advanced Pay**

Advanced pay is a one-time interest-free temporary loan authorized to cover extraordinary cost of relocating to the overseas area. The amount authorized may not exceed three months of basic salary. Advanced Pay must be repaid from your regular paycheck and repayments will begin in the paycheck after you receive the advance money. Repayment must be paid in equal installments not to exceed 26 pay cycles (one-year). Employees may apply for an advance 30 days before or not later than 60 days after reporting to the new overseas duty location. Inform your servicing HRO if you wish to apply for a salary advance and they will provide the correct documentation needed.

### **Allowances and Differentials**

When PCSing to an overseas location, there are certain allowances that may be authorized to offset the expenses of relocating and living overseas. Allowance amounts are subject to change without notice and can often fluctuate according to current economic situation. Changes to allowances are not acceptable reasons for returning you or your family members to the United States, at Government expense, prior to completion of your tour of duty.

The Department of State Standardized Regulations (DSSR) govern the allowances and differentials available to government civilians assigned to foreign areas, and maintain the authority for the establishment of the rates for allowances. For additional information on allowances and differentials as well as the current rates of allowances, please visit the DSSR website at <https://aoprals.state.gov/> and the Joint Travel Regulation <https://www.defensetravel.dod.mil/>.

Employees should also understand their requirements as it relates to taxes and allowances. 1.) All U.S. Government employees stationed overseas must pay Federal income tax on their salary through regular payroll deductions and are required to file Federal tax returns, and state tax returns if applicable; 2.) Due to new tax law requirements, employees are required to pay taxes on certain PCS relocation allowances and expenses that were not previously taxable. However, filing for withholding tax allowance (WTA) and/or relocation income tax allowance (RITA) will reimburse some of those taxes. Please visit <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/> for more information on PCS taxes, or contact a personal tax advisor for more information on how the new tax law will impact you.

Selectees may contact the servicing HRO, allowance and entitlements team to answer any other specific allowance and/or rate questions. The following provides general information on foreign area allowances for which civilian employees may be eligible for.

## **Living Quarters Allowance**

Living Quarters Allowance (LQA) is designed to cover substantially all of the living expenses including rent and standard utilities (i.e. heating fuel, gas, electricity, water, sewage, etc.) and taxes levied by the local government and required by law or custom to be paid by the lessee. It is not intended to reimburse 100 percent of an employee's quarters cost or to provide ostentatious housing. Reimbursement of expenses may not exceed the authorized annual cost of rent and utilities or the maximum allowance rate set by the DSSR, whichever is the lesser amount. LQA is included as a part of an employee's regular paycheck and is not subject to Federal taxes nor is it included in your gross income for federal income tax purposes.

Eligibility for LQA is based on the employee's status when applying for an overseas (foreign area) position, and will be determined by the gaining HRO in accordance with the rules and regulations governing LQA eligibility. LQA rates are categorized by "Quarters Group" and are based on the local housing market, exchange rate, employee's grade level and number of dependents. LQA can fluctuate as often as every pay period as it is based on the current exchange rate.

Employees should understand that they may be required to pay the equivalent of up to three month's rent when signing an off-base housing contract. These fees may include first and last month's rent, Security Deposit, Landlord's Fee and/or the Agent's Fee. Since the Security Deposit is considered a refundable expense, it cannot be included under LQA. Employees may claim payment for the Landlord's Fee and Agent's Fee immediately after signing the housing contract by providing HRO the proof of payment for reimbursement. However, these payments may affect the employee's biweekly LQA payment as they are reimbursed through LQA. Employees may also request advance pay to cover the lease expenses.

## **Post Allowance**

Post allowance (PA) is commonly referred to as a "cost of living" allowance and is established at a foreign post when the overall cost of goods and services is substantially higher than in the Washington DC area. PA is provided to employees to help defray the increased cost of those goods in the overseas location.

PA is granted to all full-time U.S. employees stationed in a foreign area, regardless of their eligibility for other allowances, and is based on the employee's basic salary, number of family members, and duty location. Part-time and intermittent employees do not receive PA.

PA is included as a part of an employee's regular paycheck, and is not subject to Federal taxes nor is it included in your gross income for federal income tax purposes. PA is subject to change without notice, and fluctuations in the exchange rates may increase or decrease the PA amount that you receive. PA is not authorized at the same time an employee is receiving Temporary Quarters Subsistence Allowance (TQSA).

## **Temporary Quarters Subsistence Allowance**

TQSA is a non-taxable allowance granted to assist with the reasonable cost of temporary lodging, meals and laundry expenses incurred by the employee and/or family members upon first arrival at the foreign post and permanent quarters are not yet available. Only those expenses related

to lodging, meals, and laundry are reimbursable. Hotel parking, local transportation, and pet fees are not reimbursable.

TQSA is authorized for a period not to exceed 90 days after first arrival, ending with the occupation of residence quarters and establishment of LQA, if earlier. TQSA rates are not paid at 100%, rather they are based on a percentage of the current DoD per diem rates found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> and are computed as follows:

<b>First 30 days:</b>	Employee is entitled to 75% per diem rate; Spouse is entitled to 50% of per diem rate; Each dependent child over the age of 12 is entitled to 50% of per diem rate; Each child under the age of 12 is entitled to 40% of per diem rate.
<b>Second 30 days:</b>	Employee is entitled to 65% per diem rate; Spouse is entitled to 45% of per diem rate; Each dependent child over the age of 12 is entitled to 45% of per diem rate; Each child under the age of 12 is entitled to 35% of per diem rate.
<b>Third 30 days:</b>	Employee is entitled to 55% per diem rate; Spouse is entitled to 40% of per diem rate; Each dependent child over the age of 12 is entitled to 40% of per diem rate; Each child under the age of 12 is entitled to 30% of per diem rate.

### Foreign Transfer Allowance

The purpose of the Foreign Transfer Allowance (FTA) is to help defray an employee's extraordinary but necessary and reasonable costs when s/he transfers to a post in a foreign area. Each portion of the FTA reimbursement is taxable for income tax purposes. Within the DoD, there are three separate parts:

1. ***Miscellaneous Expense Allowance (MEA)*** is to help cover "miscellaneous" expenses incident to a foreign assignment. This may include anything from pet transportation; vehicle registration; driver's license; utility fees or deposits not offset by an eventual refund.
2. ***Pre- Departure Subsistence Expense Portion*** is granted to assist employees with the costs of temporary lodging, meals, laundry, and dry cleaning that are incurred when an employee transfers to a foreign post from a post in the U.S. This allowance may be granted for up to **10 days** before final departure from the U.S. and is typically calculated using actual expenses for lodging and food.
3. ***Lease Penalty Expense Portion*** is to offset a residential (not car or cell phone) lease penalty unavoidably incurred by an employee when transferring to a foreign post.

### Separate Maintenance Allowance

Separate Maintenance Allowance (SMA) is a discretionary allowance designed to assist an employee in offsetting the additional expenses of maintaining members of family elsewhere than at the employee's foreign post of assignment. SMA is not considered taxable income and is not subject to federal or state taxes. There are two types of SMA for the area: Involuntary (ISMA) and Voluntary (VSMA).

(1) **ISMA** may be authorized when dangerous, unhealthy, or excessively adverse living conditions warrant the exclusion of family members from the area or when the agency determines that the family members should be excluded;



(2) **VSMA** may be authorized where there are special family needs or hardship such as career, family or education. The employee must request VSMA for special family needs or hardship. At the time of issuance of PCS travel orders the employee must elect to have a family member included on the travel orders OR not placed on the travel orders and instead be placed on VSMA.

SMA is paid when family members are prohibited from residing at the foreign post. The age limit for minor dependent children is 21, unless the child is attending secondary school (i.e., grades 9-12), or is determined to be incapable of self-support (due to physical or mental impairment). SMA payments are in lieu of other allowances and benefits on behalf of those family members.

### **Educational Travel**

This benefit is primarily intended to reunite a full-time post-secondary student attending college, technical or vocational school with the employee/parent serving the U.S. government in the foreign area. Educational Travel provides one annual round trip between a school attended in the United States to the overseas post of assignment.

The round trip may be taken at any time during the 12-month period. Round trips or portions of round trips not taken in each 12-month period cannot accumulate to a subsequent period. Educational travel benefit ceases once the student dependent reaches the age of 23.

### **Property Management**

Property management (PM) Services is a discretionary allowance to assist an eligible employee transferred to an overseas duty location from the cost of managing their residence in the United States during the tour of duty as a rental property. PM services may be authorized when a civilian employee transfers to a foreign duty station is in the Government's interest. PM services may be authorized only on a residence at a civilian employee's last PDS in the CONUS or non-foreign PDS OCONUS from which the civilian employee transferred to a foreign PDS, and only after he or she signs a service agreement.

Property management services may be made from the time a civilian employee transfers to a foreign PDS until the civilian employee transfers back to a PDS in the CONUS or non-foreign PDS OCONUS or the civilian employee completes the tour of duty at the PDS and remains there but does not sign a new service or renewal agreement OR the civilian employee separates from Government service.

PM services must be approved prior to issuance of PCS travel orders and may delay issuance of PCS orders due to the approval process.

## **Arrival Information**

### **Airport**

Military flights depart from NSA Naples Capodichino using the same runways as the civilian flights. This is the closest and most convenient airport, although it does not have as many flights as Rome's airports. The Naples airport is located at Capodichino, where you can get flights to



other Italian cities and connections for international flights. You can park your car at the Capodichino base and walk to the terminal in just a few minutes.

## Lodging

Navy Lodge Naples – located onboard Support Site – offers 96 guest rooms and 24 villas. The Navy Lodge is conveniently located within walking distance of the schools, the Navy Exchange, the Commissary, the Fitness Forum gym, the Child Development Center, U.S. Naval Hospital Naples and many other services. Navy Lodge Naples has some pet-friendly accommodations available; newcomers or their sponsor must contact the Navy Lodge Naples directly to confirm availability of a pet-friendly room prior to arrival.

Navy Gateway Inn & Suites is located on Capodichino base and approximately a fifteen minute walk from the Capodichino Airport. NGIS does not have pet accommodations.

## In-Processing

Except for an unusual circumstance or emergency situation, employees are expected to report to the HRO for processing not later than the first working day following arrival. You should hand-carry all processing papers provided to you. ***Do not pack this material in your household goods shipment!*** Be sure to bring your passport, medical records, education records, and all processing papers and information provided to you by the HRO that processed you for assignment to your overseas location. Your sponsor should assist you in locating the HRO.

# Working Overseas

## Tour Lengths

Current initial tour length in Naples, Italy is 36 months. Extensions may be granted for a maximum of 24 months. Tour lengths may vary depending on various factors particular to each employee (e.g., previous creditable time, etc.).

## Training and Development

Training requirements and availability will vary based on the command position employee is assigned. Mandatory training requirements for civilians and their supervisors can be found here: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Training/Pages/Mandatory-Training.aspx>

## Hours of work, pay periods and holiday observances

The standard workweek is Monday-Friday. Hours will depend on the mission requirements of the command. All U.S. federal holidays are observed.

## Leave Accrual

For employees recruited from the U.S., annual leave accumulation overseas is set at 360 hours versus stateside 240 hours. For additional information on leave accrual for federal employees, visit <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>

## Home Leave

Home Leave is initially granted when assigned to duty outside the U.S. An employee must have completed 24 months of continuous overseas duty before being able to use home leave. This requirement only needs to be met once. Previously accumulated home leave may be used at any time if returning overseas, subject to certain restrictions during the last months of the current tour. Home leave is most frequently used in conjunction with “renewal agreement travel,” at which time an employee, who has been offered and has accepted an invitation to extend his or her overseas tour, elects to perform round-trip travel to the U.S. between overseas tours. Home leave may be taken in other situations. For more detailed information, please contact your overseas servicing HRO.

## Environmental and Morale Leave

Eligible civilian employees and their dependents are authorized to participate in the Environmental and Morale Leave (EML) program. Under this program, participants may be provided space-available transportation on DoD-owned or controlled aircraft between an approved EML origination site and one approved destination site for the purpose of taking ordinary leave in more desirable locations. Approved destination sites may change at any time.

You are entitled to two trips per year. More details can be provided on authorized destinations in Europe. You are not eligible for an EML trip during the first or last six months of your overseas tour.

## Working with Host Nation Employees

DON U.S. civilians may work with host nation employees on a day-to-day basis. U.S. employees often supervise host nation employees, who may comprise a significant percentage of the civilian workforce. Host nation employees may be employed in professional, technical, clerical and trade and crafts positions. The host nation workforce has long enjoyed the well-deserved reputation of being competent, loyal, courteous, and totally dedicated to duty. Their work efforts over the many years have contributed significantly to the successful accomplishment of the DON’s mission in the overseas theater.

## Additional Resources

DFAS Permanent Change of Station Information

<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>

CNREURAFCENT <https://www.cnic.navy.mil/regions/cnreurafcntl.html>

CNIC Naples, Italy [https://www.cnic.navy.mil/regions/cnreurafcntl/installations/nsa\\_naples.html](https://www.cnic.navy.mil/regions/cnreurafcntl/installations/nsa_naples.html)

**NOTE:** Processing HROs require selectees to sign the *Statement of Understanding for Living and Working Conditions for Overseas Employment found in enclosure (1)* acknowledging receipt and understanding of the *SLWC* for the overseas location for which selected.