DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 11101.8F
N93
27 MAY 2008

NAVSUPPACT NAPLES INSTRUCTION 11101.8F

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

Subj: FAMILY HOUSING LOANER FURNISHINGS/PARTIAL FULL-TOUR FURNISHINGS/SINGLE SERVICE MEMBER FURNISHINGS PROGRAMS

Ref: (a) DOD 4165.63M
(b) OPNAVINST 11101.44
(c) NAVFACENGCOM INST 11101.97

Encl: (1) Partial Full - Tour Furnishing (PFTF) Program Inventory List
(2) Loaner Furniture (LF) Program Inventory List
(3) Single Service Member Furnishings (SSMF)
(4) Roles and Responsibilities of Applicant
(5) Housing Welcome Center Furniture and Appliance Agreement
(6) Price List for LF/PFTF Repair, Cleaning and Replacement

1. Purpose. To provide policy, procedures and guidance per references (a) through (c) for the use and management of the Housing Department Loaner Furniture (LF) program, the Partial Full - Tour Furnishings (PFTF) program and the Single Service Member Furnishings (SSMF) program at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 11101.8E.

3. Background. Per references (a) through (c), NAVSUPPACT Naples maintains government-owned LF for temporary loan to arriving and departing families throughout the NAVSUPPACT Naples area of responsibility (AOR). These items enable families to occupy permanent quarters prior to the arrival of household goods (HHG) and after HHG have been picked up for shipment prior to departure of the sponsor and/or family members. Additionally, the PFTF/SSMF items are available upon request and may be kept for the entire tour. LF, PFTF and SSMF furnishings consist of the items listed in

enclosures (1) through (3). All LF, PFTF and SSMF items will be delivered in a clean and workable condition.

4. Eligibility

a. All military and DoD civilians stationed in the Naples area with a transportation agreement and who are entitled to shipment of HHG and have a lease agreement negotiated through NAVSUPPACT Naples Housing Office, are eligible to receive furniture on a temporary basis while their HHG are in transit. Members who own or purchase their homes during their tour are eligible for PFTF for the period of one year. This will allow members sufficient time to purchase their own furniture/appliances. The loan of furniture (LF) items may not exceed 90 days, unless an extension is granted by the Housing Director. These same members are eligible to receive PFTF. When two separate military or DoD civilians live together, LF/PFTF items are issued as one household. Eligibility of other personnel (i.e. contractors, reservists and foreign nationals) is determined on a case-by-case basis using their active duty orders and/or inter-service support agreement (ISSA) eligibility.

b. The SSMF program is authorized for all NSA personnel and those assigned to shore commands in Gaeta and Rome. The LF is available for full tour. This program allows junior service members who cannot afford the luxury of buying or shipping household goods to Gaeta or Rome to obtain PFTF and SSMF for their entire tour.

5. Procedures. The NAVSUPPACT Naples Housing Office will manage the Family Housing LF/PFTF/SSMF programs in Naples and its AOR. When requesting LF/PFTF/SSMF, the sponsor or authorized representative will complete enclosure (4), which is electronically generated as part of the lease signing. It shall be submitted at least three working days prior to the desired delivery/pick up date. When requesting delivery, the sponsor or authorized representative will provide a copy of the sponsor's PCS orders, a copy of the housing lease agreement, an accurate map to the residence, a phone number where they may be reached and, if active duty Navy, a current copy of their page 2. The sponsor will schedule the delivery appointment after the lease contract is signed or assignment to government quarters is accomplished. Applicants should

have a confirmed delivery date of LF/PFTF/SSMF items prior to canceling hotel reservations. Items must be cleared from your account with the Furnishings Warehouse prior to departing or PCS.

Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
List I through IV

PARTIAL FULL - TOUR FURNISHING (PFTF) PROGRAM INVENTORY LIST

FULL-TOUR SUPPLEMENTAL FURNISHINGS: The following items are loaned for the full duration of your tour. Appliances may only be issued if your Landlord does not provide them:

Item Description	Quantity Authorized
Refrigerator*	1 American model, 220V Large 1 European model, 220V Small
Gas Stove*	1 European model, 220V Small
Washer/Dryer*	1 American model, 220V Large 1 European model, 220V Small
Washer/Dryer Electric*	1 European model, 220V Small
Washer/Dryer Stackable Electric*	1 European model, 220V Small (These can be separated)
Transformers	2 2000 watts
Hutch	1 (2 door SSMF) (3 door Family)
Microwave	1 European, 220V
Wardrobes	1 per Family member/1 added for active duty member for uniform
Satellite System	1 AFN Decoder per Household
Carbon Monoxide Detector	2 per Household

*Member has choice of large or small

Note: Items must be cleared from your account with the Furnishings Warehouse prior to departing or PCS. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

LOANER FURNITURE (LF) PROGRAM INVENTORY LIST

90-DAY LOANER FURNISHINGS: These items are loaned for a maximum of 90 Days for accompanied and/or unaccompanied military and civilian families on orders.

Item Description	Quantity Authorized
Dining Table	1 each
Dining Room Chairs	See note #1
Love Seat	1 each
Arm Chairs	See note #1
Coffee Table	1 each
End Tables	2 each
Double Bed	See note #2
Single Bed	See note #1
Chest of Drawers	See note #1
Night Stands	See note #1
Table Lamps	See note #1
Crib	See note #1 and 2
High Chair	See note #1 and 2

Note #1: The quantities of these items depend on the size and needs of the member and their family.

Note #2: These items are not available for the SSMF program.

SINGLE SERVICE MEMBER FURNISHINGS (SSMF) LF

SINGLE SAILOR LOANER FURNISHINGS: The following items are loaned for the duration of your tour as a single military member.

Item Description	Quantity Authorized
Single Bed	1 each
Night Stand	1 each
Coffee Table	1 each
Armchair	1 each
Table Lamp	2 each
Chest of drawers	1 each
Dinning table w/chairs	1 table 4 chairs
Loveseat	1 each
End table	1 each

Note: Items must be cleared from your account with the Furnishings Warehouse prior to departing or PCS. Members agree to a payroll deduction for any loss, damages, non-cleaning or destruction of all government property.

Roles and Responsibilities of Applicant

1. Personnel requesting LF/PFTF/SSMF will remain at their residence on the date scheduled by the Housing Warehouse for delivery, pickup or repair of LF/PFTF/SSMF. Failure to maintain an appointment will result in the member being charged for the cost of the attempted delivery, pickup or repair call. Delivery, pick up and repairs hours are from 0800 to 1800 daily except weekends and holidays. If the sponsor contacts the housing warehouse after 1530 the day before the expected delivery, he/she will be informed to expect either an AM (0800 - 1300) or PM (1200 - 1800) delivery.

2. The check-in inventory will be completed by the contractor and sponsor. The material condition, along with the quantity of each item, will be noted at the time of delivery or pick up of LF/PFTF/SSMF. All damages, discrepancies and cleanliness must be clearly annotated on the delivery request form. Thorough documentation of all damage, discrepancies and cleanliness is the responsibility of the sponsor. If no comments are noted, the condition is considered to be clean and in good condition. At no time will LF/PFTF/SSMF be stored, temporarily or permanently. It will not be set outside awaiting pickup or repair, or for any other reason. Residents are not authorized to move government owned furniture/appliances residential location without prior approval from the Housing Warehouse Supervisor. After delivery of HHG, entitlement to all LF ceases. Sponsors are responsible for contacting the Housing Office in the Support Site or Capo office to schedule a pickup date. One trip at government expense will be provided to pickup LF. Additional trips will be assessed charges based on cost to the government. Requests for retention of LF beyond the 90-day period of entitlement or after receipt of HHG, whichever is earlier, must be made in writing to the NAVSUPPACT Naples Housing Director, documenting justification. This request for retention should begin prior to the completion of the 90-day period.

3. PFTF/SSMF repair and trouble calls should be reported to the Warehouse Customer Service Desk at Commercial 081-811-4241/4242/4243. The resident will be required to provide the following information when placing the repair/trouble call:

(a) Name, rank, address and telephone number.

(b) Type of appliance requiring service.

(c) Description of problem or failure symptoms.

(d) Date and block of time that repair is desired; morning (0800 - 1230) or afternoon (1300 - 1800).

(e) Assurance that someone will be home on the date between times selected.

4. Emergency after hours appliance trouble calls will be placed to the NAVSUPPACT Naples Quarterdeck at 081-568-5547. The Duty Officer will, in turn, notify the Facilities Division Director who will call appropriate personnel to carry out the repairs. If a stove/refrigerator is out of service, a replacement item will be treated as an "emergency trouble call" and will be corrected within 3 - 4 hours of warehouse notification.

5. All appliances must be clean and ready for reissue at the time of pickup or a cleaning charge will be assessed to the sponsor in accordance with enclosure (5). Per reference (b), all charges assessed must be paid in full prior to checkout for PCS transfer.

6. Responsibility of the Housing Office

a. Inform members that furnishings and equipment must be returned ready for immediate reissue and that they will be liable for any cleaning charges. Inform residents of their liability, in accordance with reference (c), for loss or damage to government furnishings caused by their negligence, willful misconduct, or that of their family members, guests and/or pets.

b. Inform residents of the safe and appropriate operation of appliances, to include written information on operation and maintenance of appliances as applicable. Maintain a supply of all required forms to ensure that personnel do not experience any unnecessary delay in applying for delivery or pickup of LF/PFTF/SSMF. Housing Office staff

will ensure that the appropriate forms are properly completed and signed by the sponsor and that all required documents are attached.

c. Take aggressive action to collect all reimbursements for cleaning of, damage to or loss of government - owned LF/PFTF/SSMF. Under no circumstances will the Housing Office staff checkout a member if damage claims have not been paid in full or all items have not been returned.

d. Ensure that delivery and pick up of LF/PFTF/SSMF are accomplished within three working days after submittal of appropriate forms and ensure that repairs to LF/PFTF/SSMF are completed within one day of receiving a repair call.

HOUSING WELCOME CENTER FURNITURE AND APPLIANCE AGREEMENT
APPLICANTS MUST INITIAL, SIGN AND DATE INDICATING CONCURRENCE/UNDERSTANDING

PLEASE NOTE: THERE ARE NO SCHEDULED EXACT APPOINTMENTS FOR DELIVERIES OR PICKUPS. You may call the Housing Warehouse at 081.811.4242 from 1530 to 1630 on the day prior to your scheduled delivery/pickup to confirm an AM or PM timeframe. Please be advised: the schedule may be affected by the weather, traffic, road conditions, and incorrect maps and/or missed appointments.

Initial

_____ I understand that it is my responsibility to schedule my delivery, pick-up or transfer three working days in advance at the HWC in Gricignano or Capodichino Office.

_____ I understand that any changes to my requests must be called in 24 hours prior to my schedule timeframe at any of the Housing Offices to include the Warehouse. I may be asked to send an e-mail to verify request.

_____ I fully understand that I will be charged for missed appointments.

_____ I understand that I must take delivery of my LF/PFTF/SSMF on my scheduled day and ensure its proper placement.

_____ I understand that it is my responsibility to ensure that the furnishings/appliances I selected will fit and that my residence is outfitted with the proper connections. I agree to pay for an additional delivery for any replacements due to an error in my selection.

_____ I understand that all LF is for a 90 day period and that it is my responsibility to contact the Housing Office/Warehouse for arrangements three days prior to the expiration period (90 days). If my household shipment is delayed and I need an extension, I will submit an "Exception to Policy" letter addressed to the Housing Director citing my justification. I will contact the HWC Administrative Assistance for assistance at 081-811-4430.

_____ I understand that it is my responsibility to notify the Housing Office if I should change or purchase a residence, before relocating any government - owned furnishings. I must provide my new address, a map and copy of my new lease agreement.

_____ I understand that it is my responsibility to assure that all LF/PFTF and Self Help property is picked-up and returned to the Housing Warehouse prior to my PCS move, retirement or detachment from the military or civil service.

_____ I understand that I will not attempt to perform repairs to government appliances; if repairs are required I will contact the Trouble Call at 081-811-4285/86 to schedule a repair. All repairs for appliances are scheduled for AM (0800 to 1200) or PM (1300 to 1800). There is no exact time for appointments. I will deliver small appliances such as microwave, transformers and/or fans to the Housing Warehouse for replacement.

_____ I understand that I am responsible for the condition and upkeep of all government issued equipment, appliances and furnishings during my possession. Under no circumstances will I store any appliances or furnishings outside my dwelling. I will examine each item at the time of delivery and pick-up. I will be charged for any and all repairs, damage, replacement, or cleaning beyond normal wear and tear.

Applicant's
Signature_____Date:_____

Counselor's
Signature_____Date:_____

Enclosure (5)

PRICE LIST FOR LF/PFTF REPAIR, CLEANING AND REPLACEMENT

ITEM/SIZE	SERVICE REPAIR MINOR COST	REPAIR LABOR COST	CLEANING COST	REPLACE COST	REPLACE COST (After 3 Years)
Bedspring, Dbl.	Only replace.	Only replace.	Not Applicable	$182.00	$91.00
Bedspring, Single	Only replace.	Only replace.	Not Applicable	$159.00	$79.00
Crib Mattress	Not repairable	Not repairable	$15.00	$35.00	$17.00
Crib, Jenny Lyn	$10.00	$40.00	$15.00	$225.00	$112.00
Dining Chair	Not Applicable	$40.00	$15.00	$149.00	$74.00
Dining Table Drop.	Not Applicable	$40.00	$15.00	$290.00	$145.00
Dining Table Rect.	Not Applicable	$40.00	$15.00	$550.00	$275.00
Dresser, Chest	$10.00	$40.00	$15.00	$303.00	$151.00
Dryer, Large	$50.00	$50.00	$15.00	$540.00	$270.00
Dryer, Large Elect.	$50.00	$50.00	$15.00	$530.00	$265.00
Dryer, Small	$50.00	$50.00	$15.00	$300.00	$150.00
Footboard, Double	$10.00	$40.00	$15.00	$290.00	$145.00
Footboard, Single	$10.00	$40.00	$15.00	$218.00	$109.00
Headboard, Double	$10.00	$40.00	$15.00	$290.00	$145.00
Headboard, Single	$10.00	$40.00	$15.00	$218.00	$109.00
Hutch, 2 Door	$10.00	$40.00	$15.00	$490.00	$245.00
Hutch, 3 Door	$10.00	$40.00	$15.00	$554.00	$277.00
Lamp	Not Repairable	Not Repairable	$15.00	$95.00	$47.00
Armchair	Not Applicable	$40.00	$15.00	$405.00	$202.00
Loveseat	Not Applicable	$40.00	$15.00	$770.00	$385.00
Coffee Table	$10.00	$40.00	$15.00	$196.00	$98.00
End Table	$10.00	$40.00	$15.00	$168.00	$84.00
Mattress, Double	Not Repairable	Not Repairable	$15.00	$363.00	$181.00
Mattress, Single	Not Repairable	Not Repairable	$15.00	$290.00	$145.00
Microwave	$50.00	$50.00	$15.00	$350.00	$175.00
Microwave Plate	Not Applicable	Not Applicable	$15.00	$20.00	$10.00
Night Stand	$10.00	$40.00	$15.00	$180.00	$90.00
Refrigerator, Large	$50.00	$50.00	$15.00	$560.00	$280.00
Refrigerator, Small	$50.00	$50.00	$15.00	$450.00	$225.00
Sat Decoder	Not Applicable	Not Applicable	Not Applicable	$279.00	$139.00
Stove, Large	$50.00	$50.00	$15.00	$550.00	$275.00
Stove, Small	$50.00	$50.00	$15.00	$314.00	$157.00
Wardrobe Door	Only replace.	Only replace.	Not Applicable	$70.00	$35.00
Wardrobe , Large	Only replace.	Only replace.	Not Applicable	$350.00	$175.00
Washer, Large	$50.00	$50.00	$15.00	$415.00	$207.00
Washer, Small	$50.00	$50.00	$15.00	$251.00	$125.00
Washer, Large LG	$50.00	$50.00	$15.00	$563.00	$281.00