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

NAVSUPPACT NAPLES INST 11240.19G
N338
19 JUL 2010

NAVSUPPACT NAPLES INSTRUCTION 11240.19G

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

Subj: REGULATIONS CONCERNING REGISTRATION OF PRIVATELY OWNED MOTOR VEHICLES

Ref: (a) NATO Status of Forces Agreement
(b) CINCUSNAVEURINST 5840.2E/USAFEI 36-101/USAREUR REG 550-32
(c) COMNAVREGEUR INSTRUCTION 5840.1 (Series)
(d) NAVSUPPACT INSTRUCTION 11240.26 (Series)
(e) Memorandum of Understanding between Italian Ministry of Infrastructure & Transport and USSSO dated 20 Mar 2003 regarding Italian Cover Plates and subsequent Updates
(f) Italian Customs Circular 15/97
(g) Italian Customs Circular 264D

Encl: (1) Allied Forces Italy (AFI) Military Registration and Certificate of Title of Motor Vehicle
(2) Cover Plate Certification
(3) Sample of Quarterly Report
(4) Sample of Monthly Report
(5) Sample CMVRO Program Change Request
(6) Sample Request to PCS with Italian Cover Plates

1. Purpose. To prescribe uniform procedures for the registration of privately owned vehicles (POVs) under the provision of reference (a) and guided by references (b) through (g).

2. Cancellation. NAVSUPPACT NAPLES INST 11240.19F.

3. Applicability. Except for personnel assigned or attached to an accredited diplomatic mission, these instructions apply to all U.S. Department of Defense, military and civilian personnel and their dependents, and North Atlantic Treaty Organization nationals (except Italian nationals) utilizing Motor Vehicle Registration Office (MVRO) facilities in Italy. Failure to comply with these provisions may subject violators to disciplinary action under the Uniform Code of Military Justice (UCMJ), prosecution under host nation civil laws and/or adverse

administrative action, such as suspension or revocation of tax-free vehicle registration and fuel privileges.

4. Definitions. For the purpose of this instruction, the following definitions apply:

a. **Privately Owned Vehicle.** Any non-official wheeled conveyance used to carry passengers and/or cargo including automobiles, station wagons, jeeps, sport utility vehicles, trucks, mobile homes, passenger/cargo vans, motorcycles (50.1cc and above), street legal quads (50.1cc and above), campers and trailers.

(1) **Type I Vehicle.** Vehicles, temporarily imported for the duration of the registrant's tour in Italy, which are free of customs duty, value added tax (IVA) and road taxes. A Type I vehicle is a privately owned motor vehicle for the personal use of the eligible registrant and his/her bonafide dependents. The engine size of the Type I vehicle is used as the basis for tax-free fuel privileges and is the only vehicle authorized to use tax-free fuel/petroleum products.

(2) **Type II Vehicle.** Up to two (2) additional vehicles, free of customs duty and IVA tax, but are subject to payment of road taxes established by the Italian Government.

(3) **Trailer.** A non-motorized conveyance that complies with European and/or U.S. Department of Transportation highway standards which is commercially designed to be towed behind a Type I or II vehicle. A maximum of two trailers is authorized per Allied Forces Italy (AFI) privileged sponsor. Trailers will be registered in the AFI Vehicle Registration System.

(4) **Mopeds.** A motorized two wheeled vehicle with an engine displacement of 50 cubic centimeters and less. Mopeds are limited to one per adult command sponsored family member (18 yrs old) and will be registered in the AFI Vehicle Registration System. Pocket bikes, gas-powered or electric mini-bikes are not authorized in the AFI Vehicle Registration System.

b. **Member of the Force.** Personnel belonging to the land, sea, or air armed services of a NATO Contracting Party when in the territory of another NATO Contracting Party in the North Atlantic Treaty area in connection with their official duties, provided that the two contracting parties concerned may agree

that certain individuals, units, or formations shall not be regarded as constituting or included in a "force" for the purpose of the NATO Status of Forces Agreement (SOFA).

c. **Civilian Component.** Civilian personnel accompanying a force of a Contracting Party who are in the employ of an armed service of that Contracting Party; and who are not stateless persons, nor nationals of any state which is not a party to the North Atlantic Treaty, nor nationals of, nor ordinarily resident in, the state in which the force is located.

d. **Civilian Personnel.** Personnel contemplated in the Bilateral Infrastructure Agreement which covers, in addition to the "civilian component" of a force, persons such as those listed below, who are closely affiliated with the United States Armed Forces and under their authority, but not employed directly by them, on the condition that the presence of such persons in Italy are recognized by both governments as necessary in connection with the functioning of the installations:

(1) Employees of other United States Government Departments.

(2) Essential personnel of the USO, schools, installation exchanges, commissaries, credit unions and American Red Cross.

(3) Technical representatives of firms having special relations with the United States Armed Forces, when such persons come to Italy for other than temporary visits.

(a) To qualify as a Technical Representative and receive tax free privileges the individual must be on record with DOD Contractor Personnel Office (DOCPERS) and the U.S. Sending State Office in Rome.

(b) Each MVRO will either ensure a DOCPERS approved designation letter is on file, or contact the Staff Judge Advocate Office (SJA) or Naples Tax-free Administrator to verify Technical Representative status prior to issuing vehicle registration and tax-free privileges.

e. **Sponsor.** A member of the force, civilian component or other civilian personnel assigned to duty in Italy, pursuant to orders or other documentation which may authorize the accompaniment of command-sponsored dependants in Italy.

5. Registration of Vehicles.

a. Each MVRO will be responsible for accepting, inspecting, and registering vehicles temporarily imported into Italy by members of the force or civilian component.

b. All vehicles will be registered in the name of the sponsor. Command-sponsored dependents must have a valid Power of Attorney to act on the sponsor's behalf.

c. All commands and organizations shall ensure AFI privileged personnel properly clear their vehicles from the AFI Vehicle Registration System prior to PCS/retirement/contract termination or will be held financially liable to pay required importation and customs fees in accordance with (IAW) reference (g).

d. The MVRO will issue a Military Registration and Certificate of Title of Motor Vehicle (enclosure (1)) and Cover Plates Certification if required (enclosure (2)) to the POV owner. The form will bear the command's dry seal, and will document the vehicle's temporarily importation status.

e. At a minimum, the AFI vehicle registration will expire when:

(1) Italian road taxes are due;

(2) Sponsor's Member Projector Rotation Date (PRD)/Date Eligible for Return from Overseas (DEROS) is reached;

(3) Sponsor's Letter of logistical support expires;

(4) Sponsor's DOCPERS approval as technical representative expires.

f. A sponsor's tax-free fuel privileges will be suspended/removed when one of the following conditions exist:

(1) A registered vehicle (Type I or II) has been reported as abandoned or improperly scrapped;

(2) A sponsor fails to provide proof of valid Insurance on any vehicle registered in the AFI System;

(3) A sponsor fails to pay road taxes on any Type II vehicle;

(4) A registered vehicle (Type I or II) is being operated with an expired registration;

(5) A registered vehicle (Type I or II) is operated with an expired Safety inspection; or,

(6) As determined appropriate by the MVRO Director.

g. All vehicles, including secondary and tertiary vehicles, owned and operated by U.S. Forces and NATO members in Italy shall be registered at the cognizant MVRO.

h. MVROs located onboard U.S. Military installations will use the CITRIX based MVRO application managed/maintained by Central Motor Vehicle Registration Office (CMVRO) in Naples Italy IAW reference (b).

(1) Changes to the CMVRO database program and associated registration documentation (e.g. MVRO reports, bills of sale, owner statements of understanding, etc.) will be submitted in the format provided in enclosure (5).

(2) CMVRO and NAVSUPPACT Naples will evaluate change requests on a quarterly basis for possible implementation. MVROs are reminded to provide specific justification and mission impact statement for all required changes.

(3) NATO MVROs who are required to utilize a NAVSUPPACT Naples approved stand-alone version of the MVRO application. To maintain system integrity, NATO MVROs will provide database updates to the CMVRO database via registered mail on a monthly basis to maintain tax free fuel privileges.

i. If Italian customs duties become due on a stolen vehicle, the local MVRO will submit a request for payment of Customs Rights to the CMVRO Director for action. Local MVRO

Directors will ensure an accurate "market value" has been assessed by the customs authority.

(1) The request will identify the stolen vehicle, state the amount of duty owed, and will include a copy of the local police report and Carabinieri Denouncement explaining the circumstances of the theft.

(2) The Denouncement must properly identify the vehicle to include: AFI registration number, Italian cover plate number, Vehicle Identification Number (VIN), make, model and year of manufacture.

(3) Payment of customs fees will be made from the General Service Fund (GSF) as described in paragraph 12a.

(4) If the vehicle is stolen after the registration has expired, the owner, rather than the GSF may be held responsible for the payment of customs and importation fees.

(5) If a stolen vehicle is recovered after payment of Italian customs fees, the installation level MVRO will work together with CMVRO for recovery of funds.

(6) If a stolen vehicle is later recovered but missing major components, the GSF will pay applicable customs fees if required.

(7) When a stolen or abandoned vehicle is recovered the AFI registered owner of record is responsible for vehicle recovery and proper disposition in accordance with established local procedures. In the event the sponsor has transferred or is unavailable, the organizational commander of the sponsor will take appropriate actions to recover and properly dispose of the asset under Italian Customs supervision in accordance with reference (g).

j. All Government Owned Vehicles (GOVs) that participate in the Italian Cover Plate program must be registered in the CITRIX based MVRO application managed/maintained by CMVRO. Tritticoes issued under Italian Customs supervision will be used as the registration document for all GOVs in accordance with reference (a). A copy of the Trittico must be maintained on record in the MVRO file plan and in the vehicle.

6. Registration of Vehicles in Bonded Warehouses. MVROs can register vehicles purchased from dealers when stored in Italian Customs Approved Bonded Warehouses. The registrant will report to their MVRO office with all required paperwork (e.g. insurance, bill of sale, etc) along with an IMZ Italian Custom Form.

a. The MVRO will register the vehicle and issue two original registration documents and license plates to the sponsor. The sponsor reports to the bonded warehouse to pick up the vehicle with the following documentation:

(1) The "dichiarzione per l'importatione in franchigia di autoveicoli ai sensi della convenzione di londra";

(2) The AFI Military Registration and Certificate of Title of Motor Vehicle (ORIGINAL); and,

(3) A copy of the IMZ/IMA Customs Form.

b. The sponsor will report to the bonded warehouse, obtain a receipt for the vehicle, and will immediately return to the MVRO with the vehicle and a copy of the IM4 Customs Form. A VIN check will be accomplished to ensure accuracy.

c. All tax-free fuel/vehicle registration privileges will be suspended until the process is completed.

d. MVROs will work with local customs offices to solicit their support/approval of this process regardless of the location of the Italian customs bonded warehouse.

7. Documents Required for Registration. All applicants requesting initial AFI vehicle registration services should report to the cognizant MVRO with the following documents:

a. Original title and/or registration documents issued by the authority under whose jurisdiction the vehicle was previously operated.

b. Proof of insurance providing the minimum specified coverage as required by the Italian Government.

c. AFI Driver License. IAW reference (b), U.S. personnel and/or any of their bonafide dependents over 18 years of age are required to have a valid U.S. Forces in Italy Motor Vehicle

Operator's License, AFI Driver License or USASETAF Driver's License, in order to drive an AFI registered vehicle. NATO personnel are required to maintain a valid European Union or home country license and an AFSOUTH Form 297 (Italian Translation of Motor Vehicle Operators License), in order to drive an AFI registered vehicle.

d. Proof of Eligibility. Military identification and proof of command assignment, such as Permanent Change of Station {PCS} orders, or a statement signed by the cognizant administrative or civilian department head which indicates the status of the civilian employee and the nature, date of commencement and duration of employment, nationality, local address, official address and data relative to passport, is required as proof of eligibility.

e. Required Customs Forms. Vehicles imported into the AFI System (shipped, purchased in the European Union new or used) must have one of the following forms: AE 302 Import/Export Customs Document; T-1 Customs Movement Document; A-54/EX-1/EX-A Denationalization Form; or any other customs document used for clearance. NATO/U.S. personnel registering vehicles driven-in from their last duty assignment are exempt. To qualify for the exemption, the vehicle must have been registered in the sponsor's name in their country of origin or from another NATO recognized vehicle registration system.

f. Attorney-in-Fact. Each registrant will be required to sign a statement appointing the local Installation Commander or MVRO Director as an attorney-in-fact who will be authorized to dispose of the vehicle by scrapping if the:

(1) Owner has departed the overseas station on PCS orders without providing a Power of Attorney (POA) to another AFI eligible person;

(2) Vehicle has been declared abandoned by a competent authority as determined by the installation commander;

(3) AFI vehicle registration is expired for over 120 days; or,

(4) POA given in accordance with reference (c) (or similar installation level instruction) has expired.

8. MVRO Records & Retention.

a. Each MVRO will create and maintain records necessary to document the temporary importation, exportation and disposition of vehicles. Information to be maintained on file will include a copy of the following:

(1) The AFI Registration and Military Certificate of Title. The AFI registration/plate number remains the same for the duration of the importation.

(2) The registrant's Military/Civilian PCS orders.

(3) The vehicle's Title/Certificate of Origin and/or prior registration document in the sponsor's name.

(a) If the title is in the name of the dependent, a "Bill of Sale" transferring the vehicle ownership into the Sponsor's name is required prior to AFI registration.

(b) When questions of legal ownership arise for NATO personnel (e.g., vehicle registration in the name of the dealership or other third party), AFI privileged personnel must provide a letter from their respective Embassy indicating that prospective registrant is the legal owner. The letter must indicate the vehicle make, model and VIN number. A bill-of-sale from an EU dealership or unknown person is not an acceptable substitution due to the possibility of theft.

(4) Contrassegno di Assicurazione to prove the owner maintains third-party liability insurance for the duration of each POVs registration within the AFI system.

(5) Letters of Logistical Support for DOD Civilian Personnel, or equivalent accreditation letter such as USSSO Italy accreditation letter for Technical Representatives.

(6) Road tax receipts for Type II vehicles.

(7) Current Safety Inspection Form from an approved source.

(8) Copy of importation/denationalization customs document.

(9) AFI Driver License (or equivalent) and U.S. or NATO Identification Card.

(10) Police Check for used Italian registered cars. A police check must be accomplished twice (10 business day apart or as determined locally by the Questura) prior to registration to comply with Customs/Questura instructions. Refer to the web site at:
http://coordinamento.mininterno.it/servpub/ver2/SCAR/cerca targhe .htm

(11) Proof of Italian plate and registration cancelation from ACI and/or Motorizzazione.

(12) NATO privilege letter signed by competent authority (if applicable).

b. MVROs will retain copies of AFI records for a period of five years. The retention date will start from the date the vehicle's record was archived due to relocation (shipped or driven), salvaged, nationalized or stolen. Archived records should be maintained by calendar year in alphabetical order and mode of departure from the AFI System (Shipped, Driven, Salvaged or Nationalized). These records can be maintained in a digitally automated system as long as adequate controls are in place to ensure files are backed up on a reoccurring basis. This retention period is necessary to allow for adjudication of all potential claims against eligible AFI vehicle owners.

9. Restrictions on Operation/Use of AFI Registered Vehicles.

a. IAW reference (b), AFI registered vehicles cannot be sold, loaned, bartered or otherwise transferred to any person not having the same duty-free importation privileges.

b. **AFI registered vehicles may be operated by:**

(1) Registered owners and other eligible AFI licensed persons;

(2) Mechanics of licensed vehicle maintenance facilities when performing operational tests;

(3) Commercial shipping companies in conjunction with shipping activities; and,

(4) Properly licensed (International or European Union Driver's License) non-privileged individuals (e.g. non-dependent family members, guests, etc.), as the long as one privileged person/family member is in the vehicle.

c. No individual may register an AFI-plated vehicle to be used primarily by persons other than the registrant or their command sponsored dependents.

d. Vehicles must remain intact. If a vehicle becomes inoperative or inactive, MVRO must be notified as soon as possible. Stripping of equipment and selling of parts is **strictly prohibited**.

e. Alteration of body, change of serial or motor number, or change in the color of the vehicle shall not be accomplished without first receiving authorization from the cognizant MVRO.

f. AFI registered vehicles will not be sold/given to used car dealerships for the purpose of resale. The MVRO Director may approve an exception to this policy when dealers maintain the vehicle in a Customs Bonded Warehouse.

10. Customs, Cover Plate and CMVRO Reports.

a. Customs Reports. Customs officials may visit each MVRO quarterly to review registration records and ensure compliance with Italian law. Within twenty days following the end of every quarter (i.e., 20 January, 20 April, 20 July, and 20 October), each MVRO will provide a report of AFI-plated vehicles to the local designated customs office, and forward a copy to CMVRO Naples via registered mail or digitally encrypted. The report, at enclosure (3), will list all AFI-plated vehicles and give a summary of changes since the last report. The summary will:

(1) List all vehicles imported, exported, stolen, nationalized or scrapped since the last report; and,

(2) Contain a declaration that payment will be made for duties due on improperly disposed vehicles.

b. Italian Cover Plate Reports: Each MVRO that issues Italian Cover plates will provide the required Italian Cover Plate report (via e-mail attachment and snail mail CD) to the

Italian Ministry of Interior's Data Processing Center IAW reference (e).

c. MVRO Reports: Installation level MVROs are required to submit the following reports to the CMVRO on a monthly basis:

(1) A report formatted IAW enclosure (3) documenting the number of AFI-plated vehicles in circulation. The report is required to confirm the amounts of tax-free gas consumed in relation to the number of vehicles in circulation.

(2) A listing of all vehicles registered in the CMVRO database with expired registrations in access of 120 days. The listing will identify what actions are being taken to resolve the situation.

11. License Plates Polices & Procedures.

a. AFI License Plate Description and Assignment.

(1) AFI License Plates. If AFI license plates are used at the installation, the following procedures apply:

(a) All eligible personnel attached to NATO and U.S. commands in Italy will be issued AFI license plates for Type I and Type II vehicles registered. License plates for Type I vehicles have black letters on a white background and bear the letters AFI, followed by a one-letter prefix identifying the Italian area, followed by five numerals. License plates for Type II vehicles have white letters on a black background and bear the letters AFI, followed by the numeral 2, followed by a one-letter prefix as described above, followed by five numerals.

(2) Letter prefixes are:

(a) C for Catania

(b) H for Cagliari

(c) L for Livorno

(d) N for Naples

(e) S for La Spezia

(f) U for Aviano

(g) V for Vicenza

b. Italian Cover Plates. Italian Cover plates will be managed IAW reference (e) and supplemental guidance provided by CMVRO. AFI computer generated vehicle registration numbers will be utilized vice the purchase of AFI plates to comply with various Italian Customs Circulars.

c. Loss of License Plates. Immediately upon loss, theft, or rendering illegible of either or both of the license plates issued, the registrant shall report to the cognizant MVRO with the AFI Military Registration and Certificate of Title of Motor Vehicle and Cover Plate Certification.

Sponsors will be required to make a Carabinieri Denouncement explaining the circumstances of the loss or theft prior to the issuance of a new AFI registration and Italian Cover plates. New plates must be issued and vehicle registration documents appropriately modified.

d. Plastic Plates. When Italian cover plates are issued and AFI plates are not available, the use of plastic temporary plates for shipping and relocation purposes is authorized. The plastic plates will be correctly annotated with the AFI registration number and expiration date. Expiration dates vary but should not exceed 45 days for an OCONUS assignment or 100 day for a CONUS vehicle shipment. In the event a sponsor is required to use an Italian cover plate for relocation purposes, MVROs are highly encouraged to require a security deposit. The security deposit should be substantial enough to encourage the return of the cover plate (e.g. costs to replace the cover plate to include administrative burden). It is important to note that some EU countries (Spain & France) will not acknowledge the use of plastic plates while transiting their countries. Relocating sponsors will check with the appropriate police authorities prior to their relocation.

e. Trailer Plates. Maximum of two trailers can be registered per authorized sponsor. Trailers will not count against the three (3) vehicle registration limit. MVROs will register trailers in the established AFI vehicle registration system and will report registration information to the MOT IAW established procedures. The "rimorchio" plate number will be

loaded in the MVRO database in the cover plate field and the primer mover will be documented in the notes. An AFI (white plate) generated number will be assigned as normal. The MVRO will properly stencil the "ripetitrice" plate with the license plate number of the prime mover. The prime mover and trailer must be inspected by an approved vehicle inspection activity. Sponsor's registering trailers must provide a copy of the vehicle inspection form within 30 days of registration. If the sponsor doesn't have the vehicle inspection documented within 30 days, tax free fuel privileges will be suspended until safety inspection documentation is provided.

A registration generated number will be assigned as normal and the moped plate number will be documented in the cover plate field. MVROs will keep the original copy of the "certificato" generated by the Motorizzazione and will attach a copy of the "certificato" to the registration document given to the sponsor. Road taxes, safety inspections and insurance documentation are required.

(1) Mopeds must be reported to the MOT in accordance with reference (e). Local MVROs will assist authorized sponsors with the registration process.

(2) Funding for Moped plates is a local installation commander's decision. Moped plates are assigned to a specific Vehicle Identification Number (VIN) and cannot be reutilized on another moped. The command is exempt from the payment of the stamp tax under customary international law.

g. Reutilization of Italian Cover Plates. The AFI license plate and/or number will remain valid until the vehicle is shipped, scrapped, or properly disposed. Italian cover plates (Type A, Type B, Rimorchio, Ripetitrice) can be reused as long as they are in a serviceable condition and properly reported to the Italian Ministry of Interior's Data Processing Center.

12. Fees. The following fees are applicable for the AFI vehicle registration.

a. An initial one-time registration fee per vehicle will be assessed. The fee is to be deposited into a centralized non-appropriated fund account, managed by NAVSUPPACT Naples GSF. The fee will serve as an assurance to the Italian Government for payment of claims for customs duties (importation fees, value-

added taxes, and interest payments) on stolen or otherwise illegally disposed of vehicles.

(1) The fee applies when a vehicle is initially registered or sold to another AFI privileged person, not when the same owner changes from Type I (white plate) to Type II (black plate) and vice-versa.

(2) The registration fee structure is established by the GSF Motor Vehicle Advisory Committee and may be adjusted annually to reflect current claims.

(3) It is a command responsibility to take all measures necessary to ensure customs duties due to abandonment or improper disposition are paid for by individual vehicle owner. In instances where the individual cannot or is unavailable to pay the required customs fees, the organization (command/element/squadron) will be held financially liable to pay all towing, impound, delinquent tickets and/or customs fees. Suspension of tax-free privileges (fuel and registration) is authorized for organizations who fail to resolve customs importation/exportation issues in a timely manner.

(4) Fees due on improperly disposed vehicles will only be paid by the fund after all avenues of resolution have been exhausted. Installation Commanders may request use of GSF fees to pay fees cited above. Requests for payment will be routed to the Director, CMVRO, U.S. Naval Support Activity, Naples, Italy (NAVSUPPACT Naples) for approval via NAVSUPPACT Naples Business Manager and Director, General Service Fund.

b. Italian Road Taxes will be paid for Type II vehicles registered in the AFI System. Taxes are based on the engine size and age of the vehicle. Automobiles that comply only with U.S. specifications will be considered EURO Specification 4 for the purpose of paying Italian Road Taxes. U.S. made motorcycles will be considered EURO Specification 3 for the purposes of Italian Road Taxes. Italian road taxes are non-refundable but are transferable in the event of a sale to another AFI privileged member.

c. Installation Commanders are responsible for budgeting and purchasing Italian Cover, Rimorchio, and Ripetitrice license plates.

d. AFI License Plates. If used by the installation, the cost is borne by the registrant. The fee is charged to cover the cost of procurement of the plate and is subject to change based on actual cost. The plate will remain valid until the vehicle is shipped, scrapped, or properly disposed.

13. Mechanical and Safety Inspection.

a. All AFI-plated vehicles must undergo a mechanical and safety inspection by personnel certified and designated by the respective installation commander, at the following times:

(1) Vehicles less than four (4) years old. Upon initial application into the AFI system and then once the vehicle reaches four (4) years of age.

(2) Vehicles four (4) to six (6) years old. Upon initial application into the AFI system and then bi-annually.

(3) Vehicles over six (6) years old. Upon initial application and on an annual basis.

(4) Upon transfer of title to another eligible AFI privileged person. If inspection is less than two months old, this will be waived at time of transfer.

(5) More frequently as directed by Installation Commander.

b. Any vehicle that fails to pass a safety inspection will not be registered or sold unless discrepancies are corrected. If after 30 calendar days the vehicle has not passed inspection, the sponsor must provide the MVRO Director proof that parts are on order. If after 90 calendar days, the sponsor should dispose of the vehicle through local scrapping procedures. Waiver authority to exceed this 90 day extension period rests with the Installation Commander.

c. Safety inspections must be accomplished no more than 15 days in advance of the date the sponsor first reports to register the vehicle.

d. Inspections performed by registered vehicle manufacture's maintenance facilities (dealerships) are acceptable as long as the dealership properly documents on the

inspection report/invoice/bill that the vehicle complies with all Italian Motor Vehicle Safety Standards.

14. Re-Registration Activities.

a. Personnel with vehicles registered in the AFI System must report to the respective MVRO with any updates to their registration, contact data, privilege status (e.g. new orders, letters of logistical support, etc.), insurance documentation, and updated safety inspections. The NEX fuel system or NATO Tax-Free gas privilege card will be updated on an annual basis.

b. Failure to comply with local re-registration procedures is sufficient justification to remove tax-free fuel and registration privileges.

15. Disposition of Type I and Type II Vehicles.

a. Type I and Type II vehicles may only be disposed of by one of four methods:

(1) Exportation.

(a) Shipment on PCS Orders. The registrant will report to the cognizant MVRO with a copy of their orders, Italian cover plates and gas card (if applicable). MVROs will perform a police check and will update the sponsor's registration documents and will issue AFI plastic plates IAW paragraph 10d. After the vehicle has been turned into the Vehicle Processing Center (VPC), the registrant will return a copy of the shipping document to MVRO. MVRO should setup an internal control process with the VPC to ensure shipping records and the CMVRO database is properly maintained.

(b) Departure from Italy by Driving Across a Land Frontier. Individuals selecting this method will report to the cognizant MVRO with a copy of their orders, Italian cover plates, and gas card (if applicable). MVROs will update the member's registration documents and will issue AFI plastic plates IAW paragraph 11d. For personnel traveling through Greece, Turkey, or Switzerland, an English/Italian translation will accompany this document.

1. NATO and U.S. personnel, who export their POV via this modality and required Italian Cover Plates while

the vehicle is in transit, should be required to make a security deposit.

2. A letter IAW enclosure (6) is required from the organizational commander accepting full responsibility for the return of the cover plate.

3. The security deposit will be returned to the sponsor after the Italian cover plates and new registration documents (EU country or USAREUR) have been returned. Installation commanders are encouraged to assess a service/handling fee to cover administrative expenses.

4. Sale to another eligible individual.

5. Scrapped. IAW reference (g) AFI registered vehicles must be scrapped under Italian Customs and Guide di Finance supervision. AFI registered owners will coordinate all scraping actions with the local MVRO. If the vehicle is not scrapped at an authorized facility under Customs supervision, the owner will be responsible for the payment of IVA and importation fees. The registered owner or agent will ensure all road tax payments are current, gas cards have been properly returned to the MVRO, and all parts are mounted on the vehicle. MVROs should work with installation level Environmental Specialists to ensure the authorized scrapping facility and pre-storage containment areas comply with Italian Environmental laws.

6. Nationalization. Nationalization of AFI registered vehicles should only occur under the following circumstances:

a. Registrant plans to retire or separate in Italy/European Community.

b. Registrant is married to an Italian spouse, is being reassigned to another duty location and the sponsor's spouse is staying in Italy.

c. Registrant has purchased a vehicle with European specifications which prohibits exportation to the United States. The sponsor must make a reasonable attempt to sell the vehicle to another AFI eligible person. 30 percent below market value as stipulated in the most recent Quattroruote

should be used as a suggested price because the nationalization process requires the payment of 30 percent in customs fees on the fair market value of the vehicle at the time of exportation. Members should also expect to pay for a "customs broker" to help facilitate processes with the local customs and Motorizzazione.

d. Early exportation (prior to PCSing) of an AFI vehicle imported into the AFI system without the payment of Value Added Taxes (IVA) by the NATO privileged person.

b. A Power of Attorney (POA) to another AFI eligible person is an authorized form of vehicle disposition but should not be used as a substitute for a properly planned vehicle disposition and PCS move. The POA will be executed in accordance with reference (c) or similar installation level instruction. At no time will a POA will be issued for a period that exceeds 90 days. If the vehicle is not properly disposed during the period of the POA, the vehicle must be scrapped. **The person designated on the POA as "Agent" is responsible for any towing, storage, or administrative costs incurred in disposing of the vehicle, including scrapping fees, towing charges, impound and/or storage fees, and any unpaid road taxes.**

c. Exportation of IVA-Free Vehicles by NATO Personnel:

(1) NATO personnel are entitled to export their IVA-Free AFI Vehicles in conjunction with a Permanent Change of Assignment. Exporting a vehicle that was imported into the AFI system without the payment of IVA should only occur 60/90 days prior to a PCS. In the event of early exportation, the NATO privileged sponsor (military or civilian) will be required to pay all applicable customs fees (e.g. IVA and Importation) based on the fair market value of the vehicle at the time of exportation.

(2) If the NATO sponsor fails to comply with exportation guidance contained in this instruction, the appropriate command and/or national element will be held financially responsible to pay required customs fees. NATO commanders will be responsible for processing exportation paperwork, payment of Customs fees and will seek reimbursement from personnel violating this policy.

(3) New AFI vehicle registration and tax-free fuel

privileges will be suspended until the exportation issue is properly resolved.

16. Inspections.

a. CMVRO will be required to perform inspections on installation MVRO offices to ensure compliance with this instruction and all applicable references. Inspections will be conducted at a minimum of every three years. The installation commander will receive a written report identifying noted discrepancies/observations within 30 days. Installation commanders will ensure discrepancies are corrected and effective internal controls are implemented to preclude reoccurrence.

b. Local Inspections.

(1) Internal. Installation commanders should ensure MVROs are inspected on a routine basis to assess the adequacy of internal controls for tax-free privileges and privacy act information. Use of inspections checklists and development of a "Managers' Internal Control Plan" is highly recommended.

(2) External. Installation level MVROs are susceptible to inspections by NAVSUPPACT Naples Tax Free Office, Italian Ministry of Finance, and local Italian Customs offices. MVRO Directors should immediate report to CMVRO all requests for external inspections and any subsequent findings and/or results.

(3) Copies of Inspections. Copies of all internal/external inspections should be forwarded to CMVRO. Inspection results will be evaluated for future changes to this instruction and to notify other MVROs of potential problem areas of concern.

17. Coordination with Insurance Providers. MVROs will establish feedback systems/procedures with Insurance Providers to ensure AFI vehicle insurance coverage remains valid thru the vehicle registration period. Commanders should be notified when registrants are operating AFI registered vehicles without adequate insurance coverage in accordance with paragraph 7b. When policy cancelations occur, it is the responsibility of the sponsor to immediately provide updated insurance documentation to the MVRO. **The operation of AFI vehicles without current and sufficient insurance is strictly prohibited.**

18. Installation Level Supplements. Installation Commanders have the authority to supplement this instruction but must obtain CMVRO concurrence prior to issuance. Any recommendations to change this instruction or base-level supplements that make the guidance "less restrictive" in nature must be evaluated by the NAVSUPPACT Naples installation level Staff Judge Advocate (SJA) prior to submission. The installation level SJA review will be forwarded to CMVRO for consideration/evaluation.

19. Situations Not Covered by This Instruction. It is recognized that situations may arise that cannot be resolved by reference to this directive, and that this instruction cannot be all encompassing. Specific cases not covered by this instruction should be referred to the Director CMVRO or Commanding Officer, NAVSUPPACT Naples, for resolution.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists: I through VII
Electronic via NAVSUPPACT Naples Web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm

Copy to:
CINCUSNAVEUR (2 copies)

MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE (Not Trasferable) REGISTRAZIONE E TITOLO DI PROPRIETA' MILITARE VEICOLI A MOTORE (Non Trasferibile)	REGISTRATION NUMBER / NUMERO DI REGISTRAZIONE AFI N-12345 / XX456YY Date issued: 10 Jun 2010 EXPIRES : 30 May 2011

Original will be given to the owner of the vehicle. When completely filled out and signed by the owner and issuing officer, this certificate may be used as evidence of ownership. After signature of the U.S. Port Debarkation Officer, this certificate should be surrendered, if required, upon application for registration and/or title in state of residence in the United States. All liens or encumberances against the vehicle must be shown.

L'originale sara' consegnato al proprietario del veicolo. Quando sara' completamente riempito e firmato dal proprietario e dall'ufficiale Emittente, questo certificato potra' essere usato quale testimonianza, di proprieta'. Dopo la firma dell'Ufficiale del Porto di Sbarco, questo certificato dovra'; essere consegnato, se richiesto, per la domanda della registrazione e/oppure come titolo di proprieta' nello stato in cui si risiedera'. Tutti i mutui ed ipoteche sul veicolo dovranno essere indicati.

FOR USE BY MILITARY AND CIVILIAN PERSONNEL
PER USO DEL PERSONALE MILITARE E CIVILE

SECTION I - VEHICLE DESCRIPTION - SEZIONE I - DESCRIZIONE DEL VEICOLO

MAKE / MARCA	YEAR (as given by manufacturer) ANNO (quello dato fal fabbricante)	SERIES OR MODEL (letter or No.) SERIE O MODELLO (Lettere o N.)	
RENAULT	2009	TWINGO	
NEW CAR: Yes	KIND OF BODY / TIPO DI CARROZZERIA: SEDAN	COLOR / COLORE: BLUE	
SERIAL NUMBER / NUMERO DI TELAIO: 12345678901234567	TYPE OF FUEL / TIPO DI CARBURANTE: Diesel	HORSPOWER / C.VAPORE: CC^3 1490	POWER (KW): 22
N. OF CYLINDERS / N. DI CILINDRI: 4	WEIGHT (Shipping) / PESO (di spedizione): 1100	CATALYTIC CONVERTOR/MARMITTA CATALITICA: YES	

Port of entry:	Date of entry:	Method of entry:	T1/A-5/EX-1:	302:	Value Eurc
NAPLES	5/18/2009	LOCAL IT NEW	22 DEL 12/06/2009	BOLLETTA	12,000

SECTION II - OWNERSHIP - SEZIONE II - PROPRIETA'

NAME OF THE OWNER (Last Name, First Name, Middle Initial)
NOME DEL PROPRIETARIO (Cognome, Nome ed iniziali di un eventuale secondo nome) SAM, SAFETY

GRADE
GRADO E7 SKC US NAVY

MILITARY ADDRESS OF OWNER
INIDIRIZZO MILITARE DEL PROPRIETARIO PSC 817 BOX 70 FPO AE 09622

SECTION III - SOURCE OF OWNERSHIP - SEZIONE III - TITOLO DI PROPRIETA'

PURCHASED FROM (Name of Individual or Company)
ACQUISTATO DA (Nome della Persona o della Compagnia) DEALER

PLATE
NEW

ADDRESS OF SELLER (State or Country)
INDIRIZZO DEL VENDITORE (Stato o Nazione) NAPLES

DATE OF PURCHASE
DATA DI ACQUISTO 5/2/2009

SECTION IV - LIEN

LIEN IN FAVOR OF (Name and Address
NFCU

AMOUNT OF LIEN
90,000.00

DISPOSED OF (Signature)

SECTION V - CERTIFICATIONS

CERTIFICATE A

I CERTIFY THAT THE INFORMATION HERE ON IS TRUE AND CORRECT

SIGNATURE OF THE OWNER

TYPED NAME SAM SAFETY

CERTIFICATE B

I CERTIFY THAT THE CERTIFICATE OF TITLE WAS ISSUED BY ME ON
Date: 6 10 2010 Office of Issue: NAVSUPPACT, NAPLES, ITALY

SIGNATURE OF AUTHORIZED ISSUING OFFICER

TYPED NAME, AND ORGANIZATION OF ISSUING OFFICER
EISELE PAUL Director, CMVRO U.S. NAVAL SUPPORT ACTIVITY

NAVEURGEN 11240/3 (NEW 4-74)

For Official Use Only - Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal

WorkLocation CAPODICHINO

MVRO REP : Paul

CENTRAL MOTOR VEHICLE REGISTRATION OFFICE
U.S. NAVAL SUPPORT ACTIVITY - NAVSUPPACT, NAPLES, ITALY
VIALE FULCO RUFFO DI CALABRIA - 80144 NAPOLI - ITALIA

ATTESTAZIONE

Si attesta che il veicolo marca **RENAULT** tipo **TWINGO** telaio n. **12345678901234567**,

immatricolato con targa AFI **AFI N-12345** a nome di **SAM SAFETY**,

nato a **Austin Texas** il **20 Jun 1984**,

e' autorizzato a circolare con targa civile italiana **XX456YY**.

Data: 10/06/2010

Il Responsabile del Comando Militare USA di NSA Napoli
D'Ordine del Comandante
EISELE PAUL

For Official Use Only - Privacy Sensitive

CENTRAL MOTOR VEHICLE REGISTRATION OFFICE
U.S. NAVAL SUPPORT ACTIVITY - NAVSUPPACT, NAPLES, ITALY
VIALE FULCO RUFFO DI CALABRIA - 80144 NAPOLI - ITALIA

OFFICIAL STATEMENT

This is to certify that the vehicle make **RENAULT** model **TWINGO** VIN # **12345678901234567**,

registered with plate AFI **AFI N-12345** in the name of **SAM SAFETY**,

place of birth **Austin Texas** date of birth **20 Jun 1984**, is authorized to

drive with the italian cover plate **XX456YY**.

Date: Jun 10 2010

Director of the Motor Vehicle Registration Office Naples, Italy.
EISELE PAUL

For Official Use Only - Privacy Sensitive

Enclosure (2)

SAMPLE OF QUARTERLY REPORT

From: Motor Vehicle Registration Office, NAS Sigonella
To: Catania Customs Office, Italian Ministry of Finance

Subj: QUARTERLY REPORT OF AFI REGISTERED VEHICLES FOR NAS SIGONELLA

Ref: (a) NAVSUPPACT NAPLES INSTRUCTION 11240.19G

1. In accordance with reference (a), the following is proivded for the period of day month to day month year:

a. AFI Vehicles Currently in Circulation:

Tag Nbr	Make	Model	VIN	Owner
C-XXXX	Mazda	Miata	XXXXXXXXXXXXXXXX	Jones
C-XXXX	Ford	Escort	XXXXXXXXXXXXXXXX	Smith

b. AFI Vehicles Imported:

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Ford	Explorer	XXXXXXXXXXXXXXXX	6 July	Thompson
C-XXXX	Mercedes	190-E	XXXXXXXXXXXXXXXX	12 July	Yates

c. AFI Vehicles Exported:

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Chrysler	Jeep	XXXXXXXXXXXXXXXX	23 July	Johnson
C-XXXX	Volvo	850	XXXXXXXXXXXXXXXX	12 August	Gump

d. AFI Vehicles Stolen: (Police reports attached)

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Ferrari	Testarossa	XXXXXXXXXXXXXXXX	1 August	Bucks

e. AFI Vehicles Abandoned:

Tag Nbr	Make	Model	VIN	Date	Owner
None					

f. AFI Vehicles Sold to Ineigible Purchasers:

Tag Nbr	Make	Model	VIN	Date	Owner
None					

Subj: QUARTERLY REPORT OF AFI REGISTERED VEHICLES FOR NAS SIGONELLA

g. AFI Vehicles Scrapped:

Tag Nbr	Make	Model	VIN	Date	Owner
C-XXXX	Fiat	Uno	XXXXXXXXXXXXXXXX	15 August	Russo

2. All records concerning above listed vehicles are located at the NAS Sigonella MVRO and are available for your review.

3. Declaration: Any customs fees or duties that may become due because of stolen vehicles will be paid from a fund administered by the Central Motor Vehicle office in Naples.

I. M. HAPPY

Copy to:
CMVRO, Naples

Enclosure (3)

SAMPLE OF MONTHLY REPORT

From: Motor Vehicle Registration Office, NAS Sigonella
To: Central Motor Vehicle Registration Office, NAVSUPPACT Naples

Subj: MONTHLY REPORT FOR JULY 1999

Ref: (a) NAVSUPPACT NAPLES INSTRUCTION 11240.19G

1. In accordance with reference (a), the following information is provided:

a. Number of Vehicles Registered:

(1) AFI Type I: 115

(2) AFI Type II: 025

b. Number of Registrations Cancelled:

(1) AFI Type I: 89

(2) AFI Type II: 22

c. Total Number of Vehicles Registered Effective 31 July:

(1) AFI Type I: 2244

(2) AFI Type II: 655

I. M. HAPPY

SAMPLE CMVRO PROGRAM CHANGE REQUEST

Date: _____

From: Motor Vehicle Registration Office, NAS Sigonella
To: Central Motor Vehicle Registration Office, NAVSUPPACT Naples

SUBJECT: REQUESTED CHANGE TO CMVRO PROGRAM

Short Description/Title: _____

User Information: Rank/Grade: _____ Department: _____

Last/First Name: _____ Ph#(DSN/Commercial): _____

Change Request: _____

_____

New Function Request: _____

_____

Justification/Mission Impact: _____

_____

_____

User's Signature: _____ Date: _____

Directors' Evaluation: _____

MVRO Director Signature: _____ Date: _____

---------FOR CMVRO USE ONLY--------

Request No. (Assigned by CMVRO): _____

CMVRO Evaluation: Priority: Urgent____ Routine ____

Cost Effectiveness: Yes ___ No ___

Feasibility: _____

Recommended Course of Action: _____

_____

_____

Applicability Level: Department/Base/Tri-Component/NATO

Evaluator's Signature_____ Date: _____

SAMPLE REQUEST TO PCS WITH ITALIAN COVER PLATES

Date

From: Organizational Commanding Officer
To: Central Motor Vehicle Registration Office, NAVSUPPACT Naples

Subj: REQUEST TO PCS WITH ITALIAN COVER PLATES

Ref: (a) NAVSUPPACT NAPLES INSTRUCTION 11240.19G

1. The member identified below is PCSing to a new duty location and needs his/her Italian Cover Plates for 90 days to relocate and reregister the vehicle on the local economy/new NATO installation:

a. Member's Name and Rank: _____

b. AFI and Cover Plate Number: _____

c. New Duty Assignment: _____

d. New Contact Information/Phone Number: _____

e. Military Address: _____

f. Home Address: _____

2. The member identifed above is willing to place a security deposit of 75 Euro in the NSA Naples General Service Fund and has been issued a lawful order to return the Italian Cover Plates and a copy of the new vehicle registration document to the CMVRO within 90 days.

3. In the event the Italian Cover Plates are not returned to the CMVRO within 90 days of this request, my organization will be responsible for taking all actions necessary to recover the license plate from the individual identified above.

4. If the Italian Cover Plates are not returned to the CMVRO within 120 days, all new AFI vehicle registration privileges will be suspended until this issue is properly resolved (payment of Cover Plates fees, denouncements to local police authorities, etc).

I. M. HAPPY, Col
Commander, British Element