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

NAVSUPPACT NAPLES INST 1900.1A
N1
15 NOV 2011

NAVSUPPACT NAPLES INSTRUCTION 1900.1A

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

Subj: LOCAL SEPARATION OR RETIREMENT TO BECOME A RESIDENT OR DEPENDENT

Ref: (a) MILPERSMAN 1910-812 (Series)
(b) USSSOINST 1900.1 (Series)
(c) COMUSNAVEURINST 5840.2 (Series)

Encl: (1) Request for Local Separation to Work
(2) Request for Local Separation to reside in Italy with an Italian spouse
(3) Request for Local Separation to Become a Dependent

1. Purpose. To establish policy, assign responsibilities, and publish procedures relative to discharge or release from active duty of Naval personnel desiring separation in Italy.

2. Cancellation. NAVSUPPACT NAPLES INST 1900.1

3. Background. Reference (a) authorizes Commanding Officers (CO) of overseas shore stations to separate personnel eligible for honorable discharges from active duty if requested by the member and found by the CO NAVSUPPACT Naples to be appropriate. References (b) and (c) provides guidance concerning passport and visa requirements, personal goods, and privately owned vehicles (POVs) for individuals separating from active duty in Italy.

4. Policy

a. To retire or separate locally, a service member must qualify for an honorable discharge and have satisfied all applicable passport and visa requirements to remain in Italy. Additionally, the service member must meet one of the following conditions:

(1) Have accepted a bona fide offer of employment in Italy from an entity that is not part of the land, sea and armed services of the United States; or

(2) be self-employed on the Italian economy; or

(3) be married to an active duty service member stationed in the Naples area; or

(4) be married to an Italian national and planning to make Italy his or her permanent residence.

b. Requests for local separation for the purpose of traveling through Europe will not be approved.

c. A service member who fails to qualify for an honorable discharge or who has committed misconduct while in Italy will not be authorized local separation.

5. Information

a. Passport, visa and sojourner permit requirements for U.S. citizens (not required for service members who are also Italian citizens and hold Italian passports).

(1) A service member who retains a job in Italy after separation must have a valid U.S. passport with a valid work ("lavoro") visa issued by the Republic of Italy. Italy does not issue visas to individuals already present in Italy. To obtain a visa, one must apply at an Italian Consulate outside of Italy. The visa is good to enter Italy for 90 days. The cost of obtaining a visa or any other document required by Italian law to remain in the country lawfully after local separation is at the member's expense. A service member is not entitled to funded orders to leave Italy for the purpose of obtaining a visa.

(2) A service member married to an active duty service member stationed in the Naples area must have:

(a) a letter of command sponsorship; and

(b) a valid U.S.passport; and

(c) a "Per missione" sojourner's permit. Under Italian law, all personnel entering Italy with the intent of remaining more than 21 days must apply for a sojourner's permit within eight days of their arrival. In the case of an active duty member separating locally, this eight-day period commences on the date of separation. [As a dependent of another service member who is entitled to logistical support, the individual separating locally can apply for a "per missione" sojourner's permit at the Region Legal Service Office, Europe, Africa and Southwest Asia (RLSO, EURAFSWA)].

(3) A service member married to an Italian national must have:

(a) a valid U.S. tourist passport; and

(b) a "famiglia" sojourner's permit. This permit may be obtained at the Italian Questura or at the police headquarters in the area where the individual intends to reside. The "famiglia" sojourner's permit must be applied for within eight days after local separation.

NOTE: A person who obtains a "famiglia" sojourner's permit becomes an "ordinarily resident" in Italy as that term is used in reference (b) and is precluded from "civilian component" employment with U.S. Forces in Italy unless the member departs Italy with the intent to establish permanent residence outside of Italy.

b. Driving in Italy After Local Separation

(1) An Armed Forces' Driver's license, issued under the authority of reference (b) must be returned to the Italian Government upon separation from active duty. The license will be surrendered to the Security Department Pass and ID Office as part of the member's check-out process.

(2) Following the member's separation from active duty, the member's entitlement to drive in Italy is determined by Italian law. Individuals should check with the appropriate Italian authorities to ensure that they are authorized to drive in Italy. Generally, Italy permits American citizens to drive in Italy if they hold either of the following documents:

(a) a current international driver's license issued outside of Italy.

(b) a valid U.S. driver's license. This may be used for the first three months during the period of the sojourner's permit, at which time an Italian translation license must be obtained.

c. Retaining POVs after Local Separation. In accordance with reference (b), a service member loses all POV tax exemption privileges upon termination from the force in Italy due to retirement, separation, or other personnel actions. Prior to the member's retirement or separation date, the individual must either pay all applicable duties and taxes on his/her Allied Forces Italy (AFI)registered POV and re-register the vehicle with the Italian authorities, or dispose of the vehicle by one of the following methods:

(1) Sale to a member of the force or the civilian component of the force entitled to AFI registration;

(2) Re-importation to the United States (if applicable); or

(3) Declaration as scrap metal, providing supporting documentation of proper disposal.

NOTES:

Failure to comply with this requirement prior to retirement or separation may result in a fine and the confiscation of the vehicle by Italian Customs authorities.

MVRO can provide specific details on the status of vehicles process the required authorizations and import license with appropriate Italian authorities. Further, MVRO can give advice on proper disposition alternatives, nature and amount of taxes involved and payment procedures.

d. Customs-free Vehicles. Vehicles in this category may be retained by service members separating in Italy to become residents. Registration of a vehicle under an owner's new status will exempt the owner from import duties of the vehicle, but will subject the owner to payment of the value added tax (VAT) and registration tax. Clearance procedures must be initiated immediately after retirement or separation through

MVRO. Owners will also be required to post a bond of 40 percent of the vehicle's book value to the broker who will acquire the plates. The following duties, taxes, and fees apply when changing registration status of a customs-free vehicle:

(1) VAT: Fifteen percent of vehicle's current market value and import duties.

(2) Registration tax: Thirteen percent of vehicle's current market value and import duties.

(3) Customs broker fee: Covers the charge of processing a vehicle's importation paperwork through customs authorities and any other inspections performed to certify the vehicle to remain in Italy.

NOTE: Market value is based on the price shown on the original bill of sale minus a depreciation discount depending on the age of the vehicle.

6. Responsibilities

a. The Commanding Officer, NAVSUPPACT Naples is the approving authority for all local separation requests in the Naples area.

b. U.S. Navy Personnel Support Detachment (PSD), Naples, Italy shall serve as the separating activity for all local separation requests in the Naples area.

c. Service member requesting local separation

(1) The member married to an Italian national or intending to accept employment on the local economy must:

(a) Qualify for an honorable discharge.

(b) Complete and submit, via the chain of command, enclosures (1) and (2), as appropriate.

(c) Initiate action to obtain the proper passport, visa, and sojourner's permit and attach copies (copies of the application for same) to enclosures (1) and (2), as appropriate.

(d) Initiate action to either pay all appropriate duties and taxes and re-register the AFI-registered POV(s) in accordance with Italian law or dispose of same.

(2) A service member married to a member of the military or the civilian component who seeks to change his or her status to that of a command-sponsored dependent must:

(a) Qualify for an honorable discharge.

(b) Obtain written authorization or certification from member's command that they meet all administrative requirements to remain overseas and become a command-sponsored dependent.

(c) Possess or obtain a tourist or no-fee passport.

(d) Present a copy of sponsor's orders to servicing PSD and initiate all appropriate action to either lawfully dispose of any AFI-registered vehicles or transfer the registration of same to the spouse.

7. Time Frame. All requests to separate locally should be filed 90 days before the date of the actual separation. Failure to comply with this time frame may result in disapproval.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4Z
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

REQUEST FOR LOCAL SEPARATION TO WORK

(DATE)

From: (Member's Rate/Rank, Full Name, Social Security Number)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) (Parent Command)
(2) Region Legal Service Office, Europe, Africa and Southwest Asia
(3) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO WORK IN ITALY

Ref: (a) NAVSUPPACT NAPLES INST 1900.1 (Series)
(b) MILPERSMAN 1910-812
(c) COMUSNAVEURINST 5840.2 (Series)

Encl: (1) Photocopy of U.S. Passport(s)
(2) Photocopy of Passport Pages with Residency Visa Stamp
(3) Photocopy of official government orders for post-military job and waiver of six months period (if required)

1. Per references (a) and (b), I request authorization to separate locally. The following required information is provided:

a. I will separate in Italy with the intention of becoming an ordinary resident in Italy as defined by reference (c) and pertinent Italian laws and regulations.

b. I have obtained a U.S. passport, number _____. See enclosure (1).

c. I have obtained residency visas for myself and my family members (if applicable). See enclosure (2).

d. I am aware of my obligation to properly dispose of my AFI-registered privately-owned vehicle (POV) prior to my separation date.

e. My effective date of separation is _____.

Subj: REQUEST TO SEPARATE LOCALLY TO WORK IN ITALY

f. My home address in Italy after separation will be

_____

_____

_____.

2. I certify that I am eligible for an honorable discharge from active duty service and that there is no legal or disciplinary charges pending against me.

J. M. JOE

1900
Ser XX/
Date

FIRST ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: (Parent Command)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Region Legal Service Office, Europe, Africa and Southwest Asia
(2) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO WORK IN ITALY

1. Forwarded, recommending approval/disapproval. It is certified that (member's name) is/is not qualified in all respects for local separation and is/is not pending any disciplinary action.

J. M. JOE

15 NOV 2011

1900
Ser XX/
Date

SECOND ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: Region Legal Service Office, Europe, Africa and Southwest Asia
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO WORK IN ITALY

1. Member has been screened and (check applicable boxes only):

[ ] Does/does not have a valid U.S. passport with appropriate residency visa.

[ ] Has been advised that final approval of local separation package is subject to presentation of a residency visa at least 15 days prior to separation date.

[ ] Has been advised to initiate appropriate action to properly dispose of currently registered POVs prior to check-out date. Information on disposition procedures and alternatives may be obtained from the MVRO office.

J. M. JOE

15 NOV 2011

1900
Ser XX/
Date

THIRD ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO WORK IN ITALY

1. Member has been screened and does/does not have civil or criminal action pending as of this date.

2. Member has been advised of the procedure to re-register or properly dispose of privately-owned vehicles. Action has been initiated by member with the understanding that all action concerning re-registration or disposing of duty-free vehicle must be complete prior to separation date.

J. M. JOE

REQUEST FOR LOCAL SEPARATION TO RESIDE IN ITALY WITH AN ITALIAN SPOUSE

(DATE)

From: (Member's Rate/Rank, Full Name, Social Security Number)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) (Parent Command)
(2) Region Legal Service Office, Europe, Africa and Southwest Asia
(3) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO RESIDE IN ITALY WITH MY ITALIAN NATIONAL SPOUSE

Ref: (a) NAVSUPPACT NAPLES INST 1900.1A
(b) MILPERSMAN 1910-812
(c) COMUSNAVEURINST 5840.2 (Series)

Encl: (1) Photocopy of U.S. Tourist Passport(s)
(2) Photocopy of Passport Pages with Residency Visa Stamp(s)

1. Per references (a) and (b), I request authorization to separate locally. The following required information is provided:

a. I will separate in Italy with the intention of becoming an ordinary resident of Italy as defined by reference (c) and pertinent Italian laws and regulations.

b. I have obtained a U.S. tourist passport, number _____. See enclosure (1).

c. I have obtained residency visas for myself and my family members (if applicable). See enclosure (2).

d. I am aware of my obligation to properly dispose of my AFI-registered privately-owned vehicle (POV) prior to my separation date.

e. I am aware of my obligation to apply for an Italian sojourner's permit within eight days after local separation.

Subj: REQUEST TO SEPARATE LOCALLY TO RESIDE IN ITALY WITH MY ITALIAN NATIONAL SPOUSE

f. My effective date of separation is _____.

g. My home address in Italy after separation will be

_____

_____

_____.

2. I certify that I am eligible for an honorable discharge from active duty service and that there are no legal or disciplinary charges pending against me.

_____
Signature

1 5 NOV 2011

1900
Ser XX/
Date

FIRST ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: (Parent Command)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Region Legal Service Office, Europe, Africa and Southwest Asia
(2) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO RESIDE IN ITALY WITH MY ITALIAN SPOUSE

1. Forwarded, recommending approval/disapproval. It is certified that (member's name) is/is not qualified in all respects for local separation and is/is not pending any disciplinary action.

_____
Signature

15 NOV 2011

1900
Ser XX/
Date

SECOND ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: Region Legal Service Office, Europe, Africa and Southwest Asia
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO RESIDE IN ITALY WITH MY ITALIAN NATIONAL SPOUSE

1. Member has been screened and (check applicable boxes only):

[ ] Does/does not have a valid U.S. tourist passport.

[ ] Has been advised of the requirement to apply for a sojourner's permit within eight days after local separation.

J. M. JOE

1900
Ser XX/
Date

THIRD ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO RESIDE IN ITALY WITH MY ITALIAN NATIONAL SPOUSE

1. Member has been screened and does/does not have civil or criminal action pending as of this date.

2. Member has been advised of the procedure to re-register or properly dispose of privately-owned vehicles (POVs). Action has been initiated by member with the understanding that all action concerning re-registration or disposing of duty-free vehicle must be complete prior to separation date.

J. M. JOE

REQUEST FOR LOCAL SEPARATION TO BECOME A DEPENDENT

From: (Member's Rate/Rank, Full Name, Social Security Number)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) (Parent Command)
(2) Region Legal Service Office, Europe, Africa and Southwest Asia
(3) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A DEPENDENT

Ref: (a) NAVSUPPACT NAPLES INST 1900.1A
(b) MILPERSMAN 1910-812
(c) COMUSNAVEURINST 5840.2 (Series)

Encl: (1) Copy of Member's Orders
(2) Copy of Sponsor's Orders
(3) Copy of U.S. No-Fee Passport(s)
(4) Overseas Screening Form

1. Per references (a) through (c), I request authorization for local separation to become a dependent. The following information is provided:

a. I am presently assigned for duty at _____. Enclosure (1) is a copy of my official government orders.

b. I will be discharged on _____.

c. I will become a command-sponsored dependent of _____ until _____. Enclosure (2) is a copy of my sponsor's orders.

d. I have a valid U.S. no-fee passport, number _____ that will expire on _____. See enclosure (3).

e. I have successfully completed overseas screening. See enclosure (4).

f. I will qualify for an honorable discharge from active duty service.

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A DEPENDENT

g. I will depart Italy with my sponsor upon termination of his/her tour in Italy.

h. I will apply for a sojourner's permit within eight days after local separation.

J. M. DOE

15 NOV 2011

1900
Ser XX/
Date

FIRST ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: (Parent Command)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Region Legal Service Office, Europe, Africa and Southwest Asia
(2) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A DEPENDENT

1. Forwarded, recommending approval/disapproval.

2. Member has/has not successfully completed overseas screening.

3. Member does/does not have a valid U.S. no-fee passport.

4. Member will/will not receive an honorable discharge.

5. Member is/is not pending any disciplinary action.

J. M. DOE

15 NOV 2011

1900
Ser XX/
Date

SECOND ENDORSEMENT on (Member's Rank/Rate, Full Name, SSN)
ltr of (Date)

From: Region Legal Service Office, Europe, Africa and Southwest Asia
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A DEPENDENT

1. Member does/does not have a valid U.S. no-fee passport.

2. Member has been advised of the requirement to apply for an Italian sojourner's permit with eight days after local separation.

3. Member does/does not have administrative or disciplinary action pending and is/is not presently on legal hold.

_____
Signature

SAMPLE AREA BASE COMMANDING OFFICER'S LETTER TO MEMBER WHO IS NOT MARRIED TO ANOTHER SERVICE MEMBER STATIONED IN ITALY

1900
Ser XX/
Date

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: CTO2 Anthony B. See, USN, 123-45-6789

Subj: SEPARATION IN ITALY

Ref: (a) Your request of (date)
(b) NAVSUPPACT NAPLES INST 1910.1 (Series)
(c) COMUSNAVEURINST 5840.2 (Series)

1. Reference (a) is approved for separation in Italy.

2. Commanding Officer, (member's command) is required to ensure compliance with the requirements of reference (b) prior to your separation.

_____
(Signature)

15 NOV 2011

SAMPLE AREA BASE COMMANDING OFFICER'S LETTER TO MEMBER WHO IS MARRIED TO ANOTHER SERVICE MEMBER STATIONED IN ITALY

1910
Ser N00/

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: CTO2 Anthony B. See, USN, 123-45-6789

Subj: SEPARATION IN ITALY

Ref: (a) Your request of (date)
(b) NAVSUPPACTINST 1910.1 (Series)

1. Reference (a) is approved for separation in Italy.

2. Commanding Officer, (member's command) is required to ensure compliance with the requirements of reference (b) prior to your separation.

_____
(Signature)

SEPARATION IN ITALY CHECKLIST

1. IS MEMBER'S LETTER ENDORSED BY COMMANDING OFFICER OR OFFICER IN CHARGE? YES/NO

2. IS MEMBER'S CO/OIC RECOMMENDING APPROVAL? YES/NO

3. DOES CO'S/OIC'S ENDORSEMENT CONTAIN ALL NECESSARY INFORMATION? YES/NO

4. IS MEMBER COMPLETELY CHECKED OUT WITH CMVRO YES/NO

5. WAS A CASE FILE FOLDER CREATED ON MEMBER? YES/NO

6. DOES LOCAL CHECK REVEAL ADVERSE INFORMATION? YES/NO

7. WAS APPROVAL LETTER PREPARED FOR SIGNATURE? YES/NO

8. WAS APPROVAL LETTER SIGNED AND MAILED WITH COPY TO SERVICING PSD? YES/NO

9. IS MEMBER MARRIED TO ANOTHER MILITARY MEMBER STATIONED IN? YES/NO

10. OTHER ITEMS:

IF YES, IMMIGRATION LETTER NOT REQUIRED.

IF MEMBER IS NOT MARRIED TO ANOTHER MILITARY MEMBER STATIONED IN ITALY, IMMIGRATION LETTER IS REQUIRED.

RECOMMEND MAINTAINING A CASE FILE SEPARATE FROM COMMAND FILES ON SEPARATION IN ITALY.