



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

Canc frp: Sep 14

NAVSUPPACT NAPLES NOTE 12000
N3AT

- 1 OCT 2013

NAVSUPPACT NAPLES NOTICE 12000

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

Subj: BASE ACCESS FOR LOCAL NATIONAL CONTRACTOR EMPLOYEES

1. Purpose. To verify and confirm documentation supporting base access for Italian employees of contract companies.

2. Scope. All tenant commands aboard U.S Naval Support Activity, (NAVSUPPACT), Naples, Italy who employs the use of contract companies with Italian employees.

3. Action

a. No later than 1 November 2013, all tenant commands who employ contractors that use Italian employees for services aboard NAVSUPPACT Naples are required to revalidate the accuracy of access lists and verify that those contractors are operating in accordance with Italian law. Italian employees must meet and all commands must verify all the legal requirements set by Italian Social Security (INPS) and the Italian National Agency for On-the-Job Injury (INAIL) with regard to their employees.

b. Beginning 1 November 2013, the NAVSUPPACT Naples Security Department will require, in addition to the documentation already required, contractors to provide the following documents prior to granting access to their employees:

(1) A copy of the individual's employment contract from the local Italian labor office.

(2) A copy of the individual's Unilav form verifying employment. In absence of Unilav, a notarized copy of employment in conjunction with camera di commercio (Chamber of commerce) or partita IVA (small business license).

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c. Commands/companies that fail to revalidate their access lists with the required documentation by 1 November 2013, will have their employees denied base access.

4. Information. Quarterly verification checks are required. Upon dismissal of an employee or termination of a contract, departments are required to notify the Security ID office and return the individual's credentials (identification cards) immediately. All security information will be strictly controlled and treated as confidential.



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