# Naval Support Activity Naples Italy
# Area Orientation

## Welcome to Naples

Area Orientation Coordinator:

Contact # **347-484-9689 or 335-102-8876**

**ALL CLASS DAYS ARE LOCATED AT THE SUPPORT SITE THEATER IN CIVILIAN ATTIRE**

**(BRING TWO COPIES OF ORDERS)**

**DAY ONE**

0800-0815 AO introduction Support Site Movie Theater
0815-0830 Tricare Preparation Brief
0830-1100 PSD Mass Check-in / Travel Claim Processing
1100-1200 Lunch
1200-1230 Legal (RLSO)
1230-1300 Postal/Personal Property
1300-1500 Housing Brief
1500-1520 School Liaison

**DAY TWO**

0800-0845 Command Organizations Meet & Greet (Food court)
0900-1120 CO/XO's Welcoming
1120-1220 Lunch
1220-1300 CMVRO
1300-1400 Tricare, Medical/Dental Check-in
1400-1430 Emergency management
1430-1500 Disaster Prep Pt. 1 (Navy Only)

## Notes:

**Day One Notes:**

- Newcomers coordinate with Sponsor on transportation to Mass Check-In.
- DoD, HRO and U.S. Hires must report to the HRO office located on CAPO NO LATER THAN THE NEXT BUSINESS DAY AFTER ARRIVAL.
- PSD Mass Check-In is for Navy personnel only.
- All personnel who intend on living in the economy are required to bring a COPY OF ORDERS, COPY OF PAGE 2 AND COPY OF DETACHMENT ENDORSEMENT for the Family Housing Brief.

**Child/Day Care Information**

- For all families attending AO/ICR the Child Development Center (CDC) provides free care for children ages 6 weeks to 5 years or kindergarten.
- For Children ages 6 (first grade) to 12 the School Age Care Program (SAC) accepts drop offs from 6am to 7:30 for before and after school care.
- Pre-registration should be completed in person at the CDC and/or SAC. You will have to provide a copy of your child(s) No-Fee Passport, and shot records. Contact the CDC at 629-4989 or SAC at 629-4722 for more information. Please register your child in advance for either program and allow ample time to complete all of the required paperwork.

**Housing Information**

- All personnel must process through the Housing Welcome Center NLT the SECOND working day upon their arrival to initiate their TLA.
- Barracks check-ins must attend the BEQ housing brief at 1215 conducted at the Support Site BEQ Lobby.

**Naval Installation Access Control System (NIACS) Registration**

- Required for all Active Duty, DoD Employees and all Dependant Identification card holders for access to all installations.

**Day Two Notes:**

-AFI Drivers License Application filled out and turned in PRIOR to the CMVRO Brief along with a COPY OF STATESIDE DRIVER'S LICENSE. AO Facilitators can make copies of all Driver's License and passports.
--Bring both your MEDICAL RECORDS and DENTAL RECORDS.
- All active duty military are required to apply for TRICARE and shall provide a COPY OF PCS ORDERS.

**Day Three Notes:**

- You must attend the MANDATORY Safety brief prior to taking the Driver's License test, NO BRIEF/NO LICENSE.

**Base Security Dispatch: DSN 626-5638/5639, COMM 081-568-5638/5639**
**In Case of Emergency call: DSN 911, COMM 081-568-4911**

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**DAY THREE**

0800-1000 Safety
1000-1045 CMVRO AFI License Test
1045-1145 Lunch
1145-1205 Navy Exchange Services
1205-1225 FFSC Services/OMBUDSMAN
1225-1245 Morale Welfare & Recreation (MWR)
1245-1315 NCIS/SAPR
1315-1330 Environmental
1330-1500 NSA Security/AOR Anti-Terrorism Brief
(MANDATORY for ALL ages 14+)

**DAY FOUR**
**Area Bus Trip**

0815 Muster at Navy Lodge Coffee Bar (Support Site)
0830 Bus departs form Support Site
0900-1045 Disaster Prep Pt. 2 / Sojourner application processing
1045-1200 Lunch
1200 Bus departs Capo to JFC
TBD Bus departs JFC to Carney park
TBD Bus depart Carney to Housing Warehouse
TBD Bus arrives at Support Site

**DAY FIVE)**

0800-1100 Intercultural Relations Pt. 1
1100-1200 Lunch
1200-1600 Intercultural Relations Pt. 2

**DAY SIX**

0700-1600 ICR FIELD TRIP

**Notes:**

**Day Three CONT.**

- Anti-Terrorism/Force Protection training is mandatory for all personnel ages fourteen (14) & above. **IAW: PCS Orders & NTTP 3-07.2.1**

**Day Four Notes:**

- Attendance is required of all family members' ages fourteen & above (NAVY/MARINE Corps, DoD, HRO and U.S. Hires) in order to complete the Sojourner's Permit process.

- Sojourner's photo's for all NAVY / MARINE Corps, DoD, HRO and U.S. Hires' family members can be taken daily from 1000-1800 at the Navy Exchange Photo Lab and is reimbursable on your travel claim.

- SOJOURNER'S PERMIT PROCESS for all AIR FORCE and ARMY Spouses / Family members can be completed via the Provost Marshall's Office at JFC.

- You can register your ration cards at the "Save Center" on JFC, if you don't have your ration card stop by the PSD ID card office on Capodichino (ADMIN I first floor up).

**Day Five and Six Notes:**

- ICR is Mandatory for Active Duty Navy Personnel.
- During ICR Field Trip the cost of public transportation and meals is at the attendee's expense.

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