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**CHIEF OF STAFF**  
**HEADQUARTERS ALLIED JOINT FORCE COMMAND NAPLES**

**CHEF D'ETAT MAJOR**  
**QUARTIER GENERAL DU COMMANDEMENT INTERALLIE DE**  
**FORCES INTERARMEES NAPLES**

**Via Madonna del Pantano, 80014 Giugliano in Campania, Loc.**  
**Lago Patria, Naples, Italy**

**Welcome,**

It is with the greatest pleasure that I welcome you to the Joint Force Command Naples, one of the three Joint Force Command Headquarters in the NATO Command Structure. Your nation has chosen you as its representative within this Headquarters where you will face a wide range of professional challenges across the many areas of NATO interest. I am sure that you will thrive on these challenges and enjoy working within this special team at JFC Naples. This assignment will undoubtedly provide you with excellent experience for your future professional and personal endeavors.

As ITA SNR, I also hope that you and your family will feel at home in your new surroundings and that you find much to enjoy and appreciate in Giugliano in Campania, the nearby metropolis of Naples and, of course, all of Italy. Enclosed with the welcome package you will find a unique guide on Italy and the local facilities.

You will learn more about who we are and what we do during introductory briefings which are specifically tailored to your needs. However, please keep in mind that training and education is a mutual, never-ending process among our staff. It is a unique opportunity to harvest all the NATO nation staff members' experience in our collective learning process.

I wish you to enjoy living in this friendly and high professional community during your staying at JFC Naples.

Yours sincerely,

  
Vasco ANGELOTTI  
Lieutenant General, ITA Army

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**To all Newcomers at Joint Force Command Naples:**

The purpose of this document is to assist you and your family with your move to Naples, Italy. Remember this is a living document!

So the information in this booklet has been assembled to welcome you to Naples and to help you become accustomed to your new environment.

It is not an official document and is not to be considered as such. Your comments and suggestions for further improvements would be appreciated. Please get in contact with the BSG Admin Office.

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## WELCOME TO NAPLES, ITALY

The aim of this Welcome Package is to familiarize you with your new assignment here in Naples. If you need any additional information please go to the following websites:

<http://www.jfcnaples.nato.int>

1. **On Arrival, In-Processing** (for full In/Out processing procedures see annex E)
  - a. **Reporting to your National Support Element.** Upon your arrival you should report to your National Support Element (NSE). Your NSE will prepare all of the needed documents for you and your dependents in order to be in-processed. You will be assigned either to JFC Naples, to NCIA, to the 2<sup>nd</sup> NATO Signal Battalion (2NSB), JLSG Naples or to your National Support Element. If you are a NATO Civilian, you will need to report directly to the Human Resources Branch Civilian Personnel Office which acts as your National Support Element.
  - b. **NATO ID Cards and Security Badge.** Once your NSE has prepared all of the documents needed to be in-processed, you will then proceed to the below Entities in order to be inserted in the Automated Personnel Management System (APMS):
    - (1) For military personnel assigned to JFC HQ Naples – Building A, Area A-2 (Level 1- room A2-107), J1 Division, Military Personnel Branch.
    - (2) For civilian personnel assigned to JFC HQ Naples – Building A, Area A-2 (Level 0), J1 Division, Civilian Personnel Branch (Room A2-008).
    - (3) For NCIA Sector Naples – Building A, Area A-3 (Level 2), Room A3-220.
    - (4) For military and civilians assigned to N2SB - J1Division at Grazzanise.
    - (5) For Personnel assigned to NSEs, – In&Out-Processing Center, Main Complex A6 wing (NSEs entrance) Rooms 301 and 302.
  - c. **Privileges.** NATO AMIS ID card holders are entitled to purchase duty free products during their Tour of Duty. Purchase of duty free products is limited to authorized NATO ID card holders (NATO/NSEs personnel, civilians and militaries, and their dependents) for their exclusive use. Therefore, the selling, bartering, lending or giving away of tax-free products to another person or buying or borrowing from another person is prohibited. Any such action is a violation of Italian Law. By accepting the privilege of obtaining tax-free products, upon signature of the receipt, individuals may be called upon to substantiate the manner in which they have disposed of the product. Failure to properly justify use of tax-free products may result in the revocation of this privilege. As per JFC NAPLES Post Regulations 40-4 dated 18 October 1999 and 5-5 dated 3 July 1997.
  - d. **Customs clearance.** At the time of the first installation, members of a force or civilian component may import free of duty the equipment, provisions, supplies and their private motor vehicles for the personal use of themselves and their dependents (as per SOFA Agreement). The Customs clearance process is managed by JFCNP Custom

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Officials appointed within the BSG/BSM/FAS-Funds & Accounting Section (Ext. 433 2833/433 3397).

e. **Driving License.** All official drivers' licenses from any of the European Union (EU) country are recognized in Italy, however a translation of the EU license is required and is done through the Host Nation Cell at Building A, Area A-6 Room 345. Personnel from non-EU Countries also have to report to the Host Nation Cell where they will be issued a valid driver's license (based upon their National Driving License) and a sojourner's permit for the sponsors' families.

f. **Codice Fiscale (Fiscal Code).** The "Codice Fiscale" or "CF" (ITA for "Fiscal Code") is somewhat similar to the US Social Security Number. It is requested for making major financial transactions (purchasing of certain goods, applying for an electricity contract, opening of a bank account, etc.) and for many other purposes. It is recommended you get your "CF" ASAP. Before arriving in Italy, it can be requested at the Embassy or an Italian Consulate in your home country, or through your NSE or, if not available, the Family Support Center.

The address to be given in the request for the delivery of the "codice fiscale" must always and only be that of the JFC NAPLES:

VIA MADONNA DEL PANTANO SNC  
C/O NATO xxxxx NSE (OR NATO FAMILY CENTER)  
80014 GIUGLIANO IN CAMPANIA (NA) (ITALY)

Your NSE or Family Support Center will provide you with further details.

g. **Health Care – Italian National System – Immunizations**

(1) **EU citizens:** proof of income (income statement) is required to guarantee that you can satisfy your family needs (prepared by yourself – autocertificazione). The following additional documents may also be required: a valid ID card, Codice Fiscale, and Certification of Employment/Assignment, and full health insurance (usually the S1 form serves this purpose - former E 106, E 109, E 111, E120, E121). The first step is for you and your dependants to bring the S1 card to the local Health Care office (Azienda Sanitaria Locale – ASL) and enroll. The second step is to choose your Italian Medical Practitioner (at the local ASL). Now, you're all set.

(2) **NON EU citizens:** a Permesso di Soggiorno (Sojourner's Permit) is needed only for family members, since the military personnel fall under the current SOFA between NATO and Italy. After that you must apply for a residency permit for your family and follow the steps above to complete your enrollment.

(3) **Immunization:** bring with you the immunization (vaccination) records for you and your family members and make sure they are up-to-date. Full Covid-19 vaccination (with vaccines accepted by EMA/FDA) and documentation is strongly advised for all adults and children aged 12-17 years of age, as this offers many opportunities in leisure activities or travel otherwise not open to you and your family. Remember, all children entering Italian public schools must have had a series of immunizations. Failure to provide proof will result in children not being allowed to attend school. Some of the mandatory vaccinations are as follows, **BUT DO CHECK WITH THE CHILD'S DOCTOR FOR GUIDANCE:**

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- (a) At 11 to 15 months, the baby must be vaccinated against measles, mumps and rubella (German Measles).
- (b) At 11 to 12 months: diphtheria, tetanus, polio, Haemophilus influenza b, Hepatitis B.
- (c) At 3 years: polio.
- (d) At 5 to 6 years: diphtheria, tetanus, pertussis

For children between 12 and 24 months of age, the PN7V (Pneumococcal heptavalent conjugate), MenC (meningococcal C conjugate) and Var (varicella) vaccines are recommended for some children only. Again, please check with the child's doctor for guidance.

About COVID-19 informations and Italian decree please visit the JFC NAPLES home page (PAN).

## 2. At Work

- a. **Uniform Requirements.** You will need complete summer and winter service uniforms and field uniforms, because you may be expected to deploy on field exercises or in crisis situations. The battle dress uniform is worn for everyday duty, while on some occasions you will need to wear your formal uniform.
- b. **Duty Hours.** At JFC HQ Naples, the standard duty hours are as follows:
  - From Monday to Thursday from 08.00 to 17.00, on Friday from 08.00 to 15.00.
  - In special occurrences (e.g. exercises) a particular Battle Rhythm could be decided and announced by the relevant Authorities.
- c. **Dining Facilities (messing)** within duty hours you may eat your meals in several locations (see 4.b).

## 3. On Base

- a. **Base Internal Driving Regulations.** Within the base a 20 kph speed limit is mandatory. Parking is only permitted in the white lines. Blue lines are reserved parking. The International Military Police (IMP) will conduct random spot-checks. It is unlawful for any person to perform any act forbidden by Post Regulation 70-6. Failure to comply with the mentioned policy will lead to suspension or revocation of base driving privileges.
- b. **Parking.** Parking colour codes on base are:
  - (1) White/Orange - general parking.
  - (2) Blue - reserved parking.
  - (3) Yellow - handicapped area or no parking area.
  - (4) Yellow striping - loading zone or no parking.
  - (5) Red curbed areas indicate no stopping, standing or parking.

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All vehicles authorized to enter JFCNP Post, **must display car pass/visitors pass or other form of authorization on the windshield at all time.**

**c. Special Parking**

(1) Long term parking on JFCNP Post is located near the U.S. Satellite Site. Personnel desiring to park there, for an extended period of time (in excess of 48 hours) when TDY or on approved leave may secure their vehicle upon authorization by the Post Commander by submitting a Parking Request at the SES Branch commonmailbox:

[JFCNPMGTBSGSESBRANCHCOMMONMAILBOX@jfcnp.nato.int](mailto:JFCNPMGTBSGSESBRANCHCOMMONMAILBOX@jfcnp.nato.int);

(2) Those authorized to do so, must keep the approved request, JFCNP car pass on the windshield of the vehicle for the full time requested.

**d. Prohibited stopping or parking**

(1) Within any area or parking slot not clearly lined, marked or otherwise designated for parking;

(2) Within a marked triangular space at the end of marked parking spaces;

(3) Within any area marked "NO PARKING";

(4) On the roadway side of any vehicle stopped or parked at the edge of the curb or edge of the street;

(5) Facing and within the opposing lane of traffic;

(6) On a sidewalk;

(7) Within 9 meters of an intersection;

(8) Within 7 meters of a crosswalk;

(9) Upon any seeded or grassed area;

(10) Within 4.5 meters of a fire hydrant;

(11) In excess of any posted or clearly marked time limit;

(12) In any manner so as to obstruct a driveway;

(13) In any reserved parking space not authorized to do so;

(14) In any area that is occupied with construction equipment or materials;

(15) In any area marked with a yellow curb.

**e. JFCNP Recycling Program.** JFCNP has an established waste recycling program and the BSG Commander kindly asks you to follow these steps to help keep the base clean:

**(1) WITHIN THE BUILDINGS (USERS)**



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(a) Each building is provided with medium-sized bins, mostly along the corridors or near the entrances. Special containers for the collection of Plastic, Metal, Glass and Organic Fraction have been positioned on each floor, while bins for the collection of Batteries and Toner cartridges have been positioned on the ground floor of each building.

(b) Each workstation is equipped with baskets for the collection of unsorted waste. Baskets and bins are emptied every day by the cleaning staff, and they are responsible for removing their content into the specific external roadside dumpsters.

### (2) EXTERNAL DUMPSTERS (AUTHORIZED PERSONNEL)

(a) Dumpsters for the disposal of separate waste - Plastic, Metal, Glass, Organic Fraction and Unsorted - are located within the JFCNP Compound. These dumpsters are only to be used by authorized personnel and contractors. **NO PRIVATE** waste is allowed.

(b) IT IS FORBIDDEN TO DISPOSE PRIVATE MATERIALS (I.E. HARDWARE, TIRES, CAR BATTERIES, ETC.) WITHIN THE JFC NAPLES COMPOUND.

Material	Fit	Unfit
PLASTIC:	Empty plastic bottles, fluid containers and bottles, plastic bags, food trays, yogurt cups, plastic trays and boxes, cellophane, plastic nets and casings for fruits and vegetables, films, garden pots.	Toys, plastic combined with aluminum.
PAPER & CARDBOARD	Paper, cardboard, newspapers, magazines, correspondence, advertising material, books, exercise books/block notes, gift paper/bags, small folded or broken boxes	Tetrapak, dirty paper, wax paper, plastic plates or glasses, paper combined with other materials.
ORGANIC FRACTION	Organic and biodegradable kitchen waste, such as: kitchen blotting paper, paper tissues/non-printed napkins, cut flowers, tea filters and coffee dregs, food remains like bread remains, pasta, cakes, meat, fish, cheese, shells of crustaceans, eggshells, fruit and vegetable waste.	Animal litter, hot food, fluids and cut grass.
GLASS	Bottles, drinking glasses, small glass Sheets.	Large size glasses, ceramic, plates, neon lamps and tubes, dirty or mixed-materials.
METAL	Cans, tin boxes, food cans (tomato, pulses, etc.)	Spray cans, dirty or mixed materials.

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BATTERIES	A, AA, AAA alkaline batteries.	Non-alkaline batteries, dynamos, storage batteries/accumulators, batteries containing lead, cadmium, aluminum.
TONER CARTRIDGES	Printer cartridges, photocopier cartridges, casings containing ink.	Electric or end-of-life equipment.
UNSORTED WASTE	Any item that cannot be recycled or disposed of in the special ecological platforms, dirty or combined materials, animal litter.	Any item that can be recycled.

**4. JFCNP FAMILY SUPPORT AND MORALE WELFARE ACTIVITIES (MWA)**

FS&MW Branch supports all NATO members assigned to JFCNP with the Family Support Center; there is an International Store at Community Centre ground floor. In the summer, the JFCNP swimming pool is opened and many activities are organized all year round. For further information visit MWA site at [www.mwanaples.org](http://www.mwanaples.org)

a. **Shopping Facilities.** The main shopping facilities are located in the Community Centre where you can also find the “International Store”.

b. **Dining Facilities.** On post you may eat your meals in several locations:

- Community Centre International Mess
- Italian Mess (by reservation the day before by sending an email to the following address: [nu.vett@smd.difesa.it](mailto:nu.vett@smd.difesa.it))

For sandwiches and quick snacks:

- Gas Station Bistrot Bar (Community Center)
- Main Building Bar
- ITA QGI Bar

***It goes without saying that you will pay for your own meal at all of the above locations.***

c. **Banking.** It is preferable to have an Italian bank account for income purposes, to cash a check in Euro currency, to pay your phone bills and other utilities bills and for the automatic payment of highway tolls (*Telepass/UnipolMove/MooneyGo*). Most bills can be paid at a Post Office as well. Banco di Napoli (bank) and the Italian Post Office are located in the Community Centre.

d. **Postal Services.** The collection of official mail is a function carried out by the Central Registry (Mail Distribution Section). For official mail, JFCNP collocated Entities and JFCNP Offices are strongly encouraged to provide the sender with a correct and complete address, per the specimen below.

**Joint Force Command - Naples**  
**J1 Division - Manpower Branch**  
**NAME & SURNAME (without rank)**  
**Via Madonna del Pantano snc**

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**80014 Giugliano in Campania (Lago Patria), (NA) ITALY**

Any correspondence that does not pertain solely to the business of JFCNP collocated Entities and JFCNP Offices is considered unofficial mail. For unofficial mail/personal mail, all are strongly encouraged to follow the instructions and follow the example provided below:

**YYY National Support Element (always indicate the pertinent national element)**

**NAME (without rank) c/o JFCNP**

**Via Madonna del Pantano snc**

**80014 Giugliano in Campania (Lago Patria), (NA) ITALY**

All military and civilian personnel are encouraged to receive utility bills (i.e.: telephone, electricity, water bills, etc) on their e-mail address or, alternatively, provide their home address. Anyone wishing to receive unofficial/personal correspondence at JFC Naples, may do so through the National Support Element of belonging.

e. **Housing.** The JFC Naples compound does not provide any military housing facility within the base. Therefore, you will have to rent a house/apartment. You can receive assistance at the Community Centre, Level 2, or from your NSE.

f. **Schooling.** There are no schools on the Lago Patria Base. MWA has agreements for discounts to JFCN NATO members for the International School and Anglo-Italian School in Bagnoli and the Greengarden and the Monticelli Institute in Lago Patria. For more information please contact MWA directly.

g. **Fitness Center Membership and Rules.** Blue NATO ID card holders may use the Gym free of charge. Medical certificates do not have to be provided by military personnel since they have yearly physicals, but civilian employees and all NATO dependents must provide a medical certificate from their physician, stating that they are fit for athletic and non competitive sports. This certificate will be valid one year only. This requirement also regards minors participating in the previously mentioned sports.

There are some additional rules to follow in the gym: you have to bring your own towel and you can enter the sport zone only with your gym shoes. Military boots are not allowed inside the gym. For a better usage of the technical equipment, feel free to ask the instructors. They are fully trained and specialized and ready to help. There is an approved regulation to read and sign before joining the Fitness Center. There is also a policy for minors with waivers to be signed before allowing access. Sports pitches are available as well as tennis courts, basketball and volley court, an Olympic swimming pool (only during the summer period). For any additional information refer to Fitness Center front desk (NCN 433-2770 / +390817212770)

j. **Family Support Center.**

The Family Support Center (FSC) assists Allied Joint Force Command Naples (JFCNP) community dealing with bureaucratic/administrative procedures related to personal and/or family matters of private interest. This office integrates the services provided by the Family Support Section of the BSG/FS-MW Branch, mainly performing family support functions for newcomers and expatriated staff members. In this context, the FSC mitigates the gradual reduction in support rendered to the NATO community by other entities over the years.

**Services offered**

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- The FSC offers basic information, clarifications, assistance and advice on the most common services provided by external entities or commercial providers. It operates to ease the interaction between its customers and the companies offering services in the following areas: Utility contracts, such as:
  - a) Home Internet Connection (FTTH Fiber to the House – FTTCab Fiber to the Cabinet – FWA Fixed Wireless Access - Satellite Connections)
  - b) Landline
  - c) Gas
  - d) Water
  - e) Electricity
  - f) Pay TV, etc.
- Emergency towing
- House maintenance
- Cleaning, pest control, sanitization, etc.
- Miscellaneous technical support, such as:
  - a) IT
  - b) Web and Telecommunications
  - c) Boiler Maintenance
  - d) A/C units
  - e) Appliances
  - f) Aerial
  - g) Carpenters
  - h) Smiths
  - i) Plumbers
  - j) Painters and Decorators
  - k) Gardeners
  - l) Chimney Sweepers

The FSC provides basic assistance on tenant/landlord relations and standard house rental agreements terms and conditions, local real estate agents and general housing matters.

This office also assists with providing basic information on simple and routine bureaucratic processes and/or services, as managed by commercial or public entities external to JFCNP. In this context, the FSC supports the customers in dealing with different Italian Public Administration offices:

- Agenzia delle Entrate (Revenue Agency)
- Azienda Sanitaria Locale (ASL) (Local Health Department)
- Uffici Comunali (Municipal Offices)
- ACI (Italian Automobile Club)
- Regione Campania (Campania Region)
- Public Schools; etc.

Moreover, the FSC assists in:

- requesting and activating Mobile SIM Cards;
- facilitating interaction with Custom Brokers for vehicles to be registered at the Motor Vehicle Registration Office (MVRO);
- facilitating interaction between JFCNP personnel and U.S. offices open to JFCNP personnel (MVRO, Gricignano tax-free stores, etc.).

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The FSC provides only information and clarifications, and in no case shall:

- provide legal advice, nor advice of legal nature or having any legal impact of any kind;
- stipulate contracts or legal agreements for or on behalf of the requesting personnel;
- provide information, advice or assistance on matters related or connected to JFCNP international mission as a NATO international military HQ.

**Entitled personnel**

All military and civilian personnel assigned to, or employed by, JFCNP, attached National Elements and co-located NATO entities, and their dependents will be entitled to use the services provided by the FSC.

Military and civilian personnel assigned to Naval Support Activity (NSA) and their dependents may be authorized to use the FSC services in accordance with terms and conditions agreed by JFCNP and NSA.

Family Support Center operates:

**Mon - Thurs** 09:00 - 13:00. **Fri** 09:00 - 12:30. **Sat/Sun** Closed

**Phone ext. 4332210 or 4335379** - 081.7212210 - 0817215379.

**e-mail:** [nato.familycenter@gmail.com](mailto:nato.familycenter@gmail.com)

**5. On the economy**

a. **Italian Public Holidays.** JFC Naples observes the holidays according to yearly JFCNP Directive:

(1) ITA national holidays

- (a) New Year's Eve (01 January)
- (b) Epiphany (06 January)
- (c) Christian Catholic Easter and Easter Monday
- (d) Liberation day (25 April)
- (e) Labor Day (01 May)
- (f) Italian National day (02 June)
- (g) Ferragosto (15 August)
- (h) All Saints Day (01 November)
- (i) The Immacolata (08 December)
- (j) Christmas day (25 December)
- (k) International Holiday (26 December)

(2) Local public holiday

San Giuliano Martyr (27 January)

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During the Italian holidays and local public holiday all public offices are closed, and most of the private shops will be closed as well.

During August, most shops may be closed as it is an Italian custom to close for holidays during this month.

Every year JFCNP publishes the Directive 005 that provides policy on observance of JFC Naples International and National Holidays.

b. **Driving.** Use caution in passing - allow more space between your vehicle and the car in front so you can see further down the road ahead.

(1) Points to note:

- (a) Italy has stricter drunk driving laws, allowing only 0.5 milligrams of alcohol per milliliter of blood.
- (b) Seat belts, front and rear, are mandatory everywhere.
- (c) Speed limits, shown below, are implemented rigorously. Radar traps are frequent.
- (d) Remember - Speeding and other traffic offences are subject to extremely heavy on-the-spot fines.
- (e) A driving license is required. Below are regulations governing driving in Italy unless not showed otherwise by local speed limit signs .

Speed limits	Tangenziale	Motorway	Dual carriageway	Open Road	Town	Alcohol mg/ml
Normal weather	80 km/h	130 km/h	110 km/h	90 km/h	50 km/h	0.5
In Case of rain	80 km/h	110 km/h	90 km/h	80 km/h	50 km/h	0.5

(2) **Children in cars:** children up to 12 years of age and not reaching 150 cm in height cannot travel unless they are sitted in a suitable restraining system. In case of children under the age of four, the restraining system/vehicle must be equipped with an alarm that will prevent them from being left unattended in the vehicle. It is always suggested placing it in the car's back seat. If placed in front seat, in reverse position, then the front airbag system must be deactivate.

(3) **Documentation:** always carry your driving license, vehicle registration document, and certificate of motor insurance. If your license does not incorporate a photograph ensure you carry your passport to validate the license.

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- (4) **Minimum age for driving:** 18 for a car and cycle over 125cc.
- (5) Motorcycle drivers and passengers must wear crash helmets.
- (6) **Motor insurance:** third-party insurance is compulsory.
- (7) Visibility Vests and warning triangle are now compulsory and have to be carried in the car. These have to be used to signal an emergency stop/accident/breakdown/etc outside built-up areas.
- (8) **Traffic Tickets:** During your posting you may receive a traffic ticket. The Italian Law Enforcement usually issue them on the spot, but your plate number could be taken and a ticket could be officially notified to you at a later date. If you receive one in the mail, do not ignore it, you have 60 days to pay. If it is paid within 5 days you will have a reduction of 30 % of the amount.  
If an Italian policeman along the side of the road steps in your way waving what appears to be a lollipop stick (red circle on white disc), he is saying pull over. If you are stopped, do not be disrespectful. If a communication gap exists and he writes you a ticket for a violation you cannot understand, accept it and bring it to IMP office in JFCNP for clarification.
- (9) **Vehicle Accidents:** In the unlikely event you are involved in an accident, certain procedures must be followed. The steps to be taken will depend upon whether the accident is classified as minor (no deaths or injuries in the scene) or major (death or injuries in the scene).

**(a) Minor accidents:**

- 1. Exchange license data, name and address, insurance company, policy number and vehicle tag numbers. If any doubts, call the police to assist you.
- 2. Do not leave the scene until information is exchanged.
- 3. Try to obtain names and address of witnesses.
- 4. Report the incident to your insurance company within 48 hours.

**(b) Major accidents:**

- 1. Italian law requires that you render assistance to the injured if at all possible.
- 2. Under Italian law, you may be required, when possible, to transport the injured. This should be done as rapidly and safely as possible. Your vehicle will be regarded as an emergency vehicle. Turn on your headlights, honk your horn, and display a white cloth or handkerchief from the window.
- 3. Notify Security police immediately and ask for help.
- 4. Try to obtain names and addresses of witnesses.

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5. Remain on the scene, if able, until the accident has been investigated by the Security police or Italian police.
6. In both major and minor accidents, obey the Italian authorities. They have jurisdiction and can detain you if you do not cooperate fully.
7. If you are the driver of a vehicle involved in an accident that injures or kills another person, criminal charges may be initiated automatically by the investigating police, regardless of the ultimate determination of fault.
8. In case of an accident, notify your insurance company within 48 hours. Failure to notify the company within the time period can be justification for the company's refusal to accept liability.

***Note to motorcyclists:*** *The above applies to motorcyclists also. Helmets that meet Italian specifications are also required.*

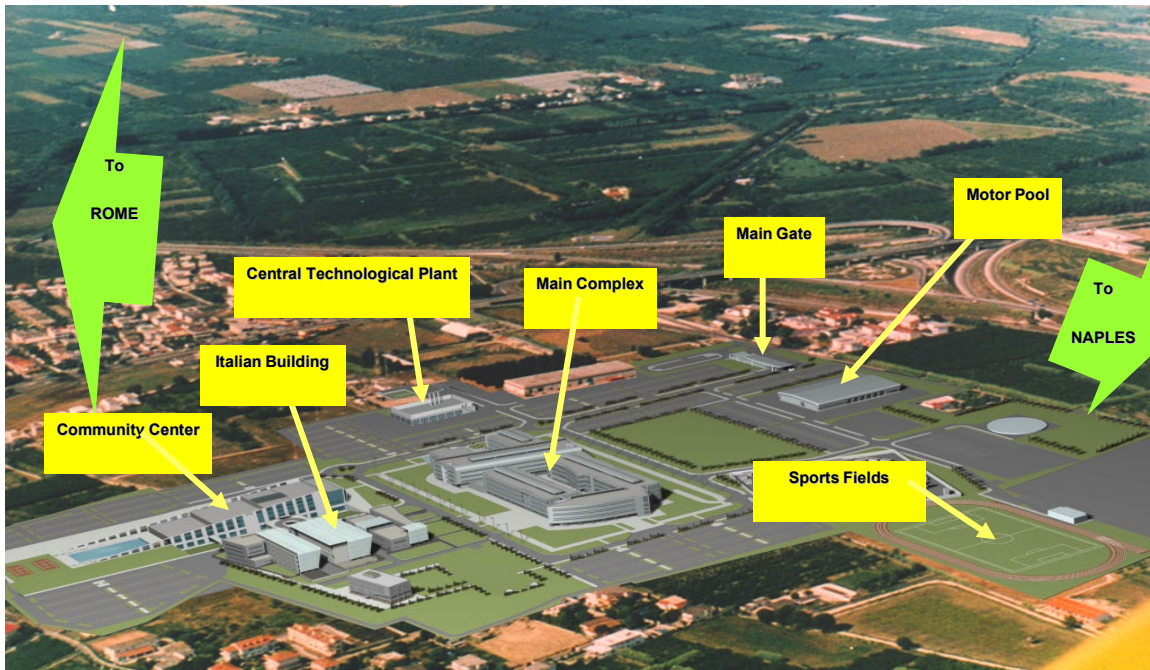
(10) **Tangenziale di Napoli.** If you have to travel to and from work via Tangenziale, (Naples' City major toll way), you will have to decide how to pay for the toll at each exit. One way through the toll is 1 Euro, paid at one of several manned booths. However, many commuters opt for the ease and flexibility of a VIACard. This card allows you to bypass the face-to-face toll payment booths and the spare change shuffle by using the less-frequently travelled VIACard lanes.

A better option is to purchase a device that allows you to travel on all Italian highways without stopping at toll booths, as it automatically detects entry and exit using authorized lanes and charges directly to your bank account. Several devices exist (Telepass, UnipolMove, MooneyGo) and you can ask for more information and support at the Family Center at the MWA Building - 2<sup>nd</sup> floor (ext. 433 2210/433 5379). The device should be displayed on your front windshield.



6. Useful Aids and Details

a. Sketch of the Base:



b. Areas of Main Buiding:



c. **Emergency Telephone Numbers**

BSG Help Desk ext. 433 2961 (duty hrs), ext. 433 5283 (outside duty hrs)

International Military Police IMP Controll room 27/7 duty ext. 433 2724/433 2734

Fire Brigade (Vigili del Fuoco) phone # 115

Emergency Ambulance phone # 118

Carabinieri phone # 112

State Police phone # 113

Hospital Santa Maria delle Grazie in Pozzuoli phone # 0818552260/0818552208

Traffic Information on Highways 1518 or 840 04 2121

d. **Additional Information**

HEADQUARTERS Jointed Force Command Naples - <http://www.jfcnaples.nato.int>

Naval Support Activity Naples, Italy - <http://www.cnic.navy.mil/Naples/index.htm>

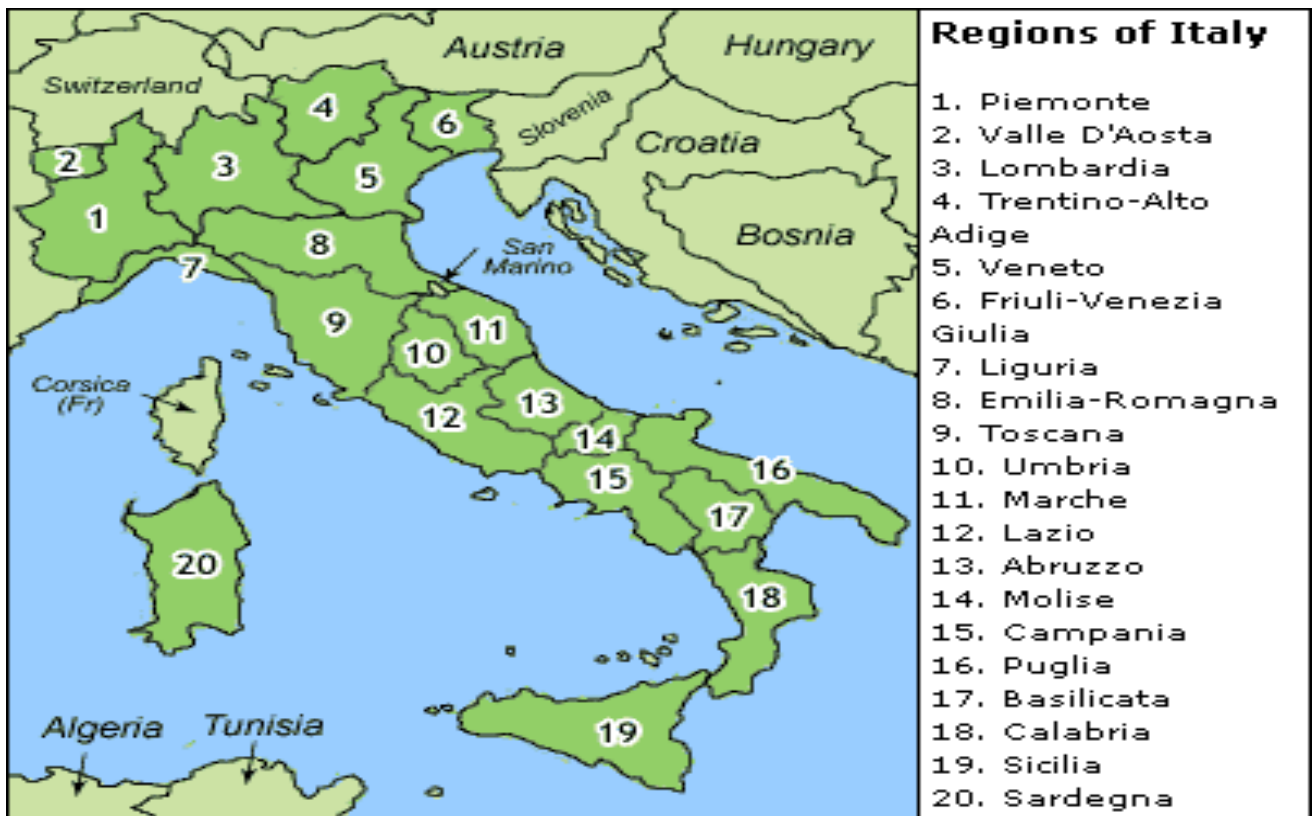
Pozzuoli hospital address: via Domitiana, localita' La Schiana, Pozzuoli  
<https://maps.app.goo.gl/G7vVeHK7nY12aDkF6>

Pineta Grande Hospital - Via Domitiana Km 30,00 Castel Volturno (CE) 81030  
<https://pinetagrande.it/pinetagrande/>

## GUIDE TO THE AREA

### 1. Overview

With its typical boot shape, Italy stretches over 1,300 kilometers southward from Switzerland and Austria as it moves into the Mediterranean, surrounded by four seas. Because of this, Italy, a long and relatively thin peninsula, benefits from a wide variety of landscapes and climates. Plains cover barely one quarter of its 300,000 square kilometers and the shoreline runs around 7,500 kilometers. The Alps line its northern border and the eastern and western coasts are separated by the Apennines mountain range as it runs almost all along the peninsula. Northern Italy, where you find cities such as Milan, Turin and Venice, has a continental climate similar to its neighbors north of the Alps. Winters are cold and rain falls in the spring and summer. Central and Southern Italy, home to Rome, Naples and Bari, on the other hand, have a Mediterranean climate. Winters range from cold to very mild and can be rainy. Summers tend to be fairly hot and humid. This is certainly true of Naples where July and August will harbor temperatures in the 30's with a high degree of humidity.



2. Naples weather



3. Must See around Naples



### **Royal Naples & Monte Echia**

This breezy coastal area shows off the grand public face of the city: a huge palace, two castles, a world-renowned opera house, smart cafés and even some greenery. Here, too, is the main port, with ferries to the islands. Like every district in Naples, it has a funky side – in this case the rather down-at-heel neighborhood of Monte Echia.

### **Centro Storico (or Downtown)**

Welcome to the heart of ancient Naples, a city founded by the Greeks (Neapolis: new city) and developed by the Romans. The center of Naples is a feast for the eyes, rich in colorful merchandise, buzzing pizzerie and an electrifying ferment that makes for a wonderful slice of Neapolitan vitality.

### **The Port & University**

The presence of the University has given rise to some of the city's most lively nightspots, bars and clubs that are some of the area's main attractions. Grand schemes are afoot here, too – namely an ambitious plan to refurbish the port, by installing pedestrian-only zones and eliminating the shoreline highway. The area has seen attempts at urban renewal before – notably on Corso Umberto, filled with traffic and still awaiting the completion of the new metro line.

### **Via Toledo & La Sanità**

This rambling swathe of cityscape is nothing if not varied, the Quartieri Spagnoli and La Sanità, are home to one of the world's premier archaeological museums and one of Europe's first and finest botanical gardens, not to mention a seemingly endless shopping street.

### **Capodimonte**

The city's biggest park and a palace with one of the world's most superb art collections are perched atop a hill in a lavish display of wealth and power. The Bourbon king who commissioned the palace had planned a modest hunting lodge, but soon the project's scope – and costs – soared.

### **Vomero**

Ride one of the funiculars up to this leafy residential district, topped off by a star-shaped fortress. The Parco della Floridiana provides more greenery and a villa, now home of a ceramics museum; don't miss the Certosa di San Martino, a palace turned into an art museum. It's from this coveted eyrie and its terraced gardens that you can take in the most famous view of the bay, the city below, and Vesuvius beyond.

### **Chiaia to Posillipo**

Stretched out along the shoreline, against a backdrop of pastel palazzi ascending the hills, Posillipo is Naples' most upscale residential area. It's the place where wealthy Romans and tourists chose to enjoy their sojourns, while Chiaia is home to elegant boutiques, art galleries, beautiful parks and mansions. In the evening, the fashionable set flocks to its many restaurants and bars.

### **Campi Flegrei**

This peninsula to the west of the city has some of the area's most significant archaeological remains and geothermal sights. In addition to its well-preserved Roman amphitheatre and ancient market, the port town of Pozzuoli boasts a fuming dormant volcano. The ruins of ancient Cuma and the grotto of the sorceress Sibyl are a must to visit; meanwhile, the areas around Baia and Bacoli are strewn with ancient palaces and temples. Near Capo Miseno you'll find the best beaches in the area, without having to head out to the islands.

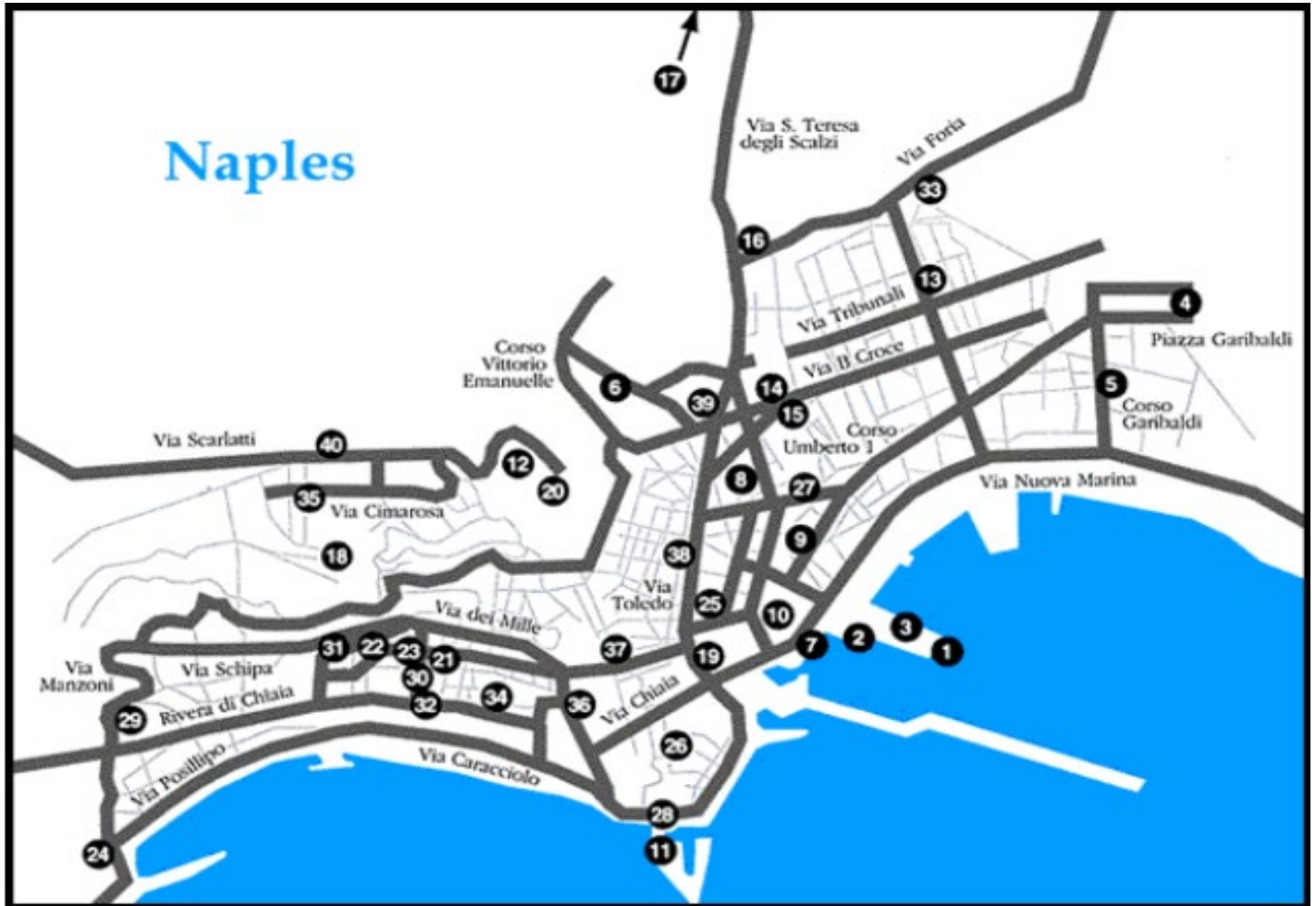
### **Pompeii & Vesuvius**

The sight of Vesuvius towering over the bay, with the Sorrentine peninsula to the south and Naples to the north, has always held visitors spellbound. To many Italians, Pompeii (the town, as opposed to Pompeii, the architectural site) is a place of pilgrimage. People flock here from all over the south to pay their respects to the Madonna in the large, early 20th-century *santuario* on the main square, Piazza Bartolo Longo, praying for the kind of miracle that healed a girl suffering from epilepsy in 1876. The sheer volume of religious and cultural tourism caught modern Pompeii by surprise. Having long reaped the benefits of mass tourism and given little in return, the town now has some nice surprises in store: once-seedy lodgings have given way to wellappointed hotels, and eating out is no longer hit and miss, especially if you leave the archaeological site for the centre. About three kilometers to the north is the Antiquarium di Boscoreale opened in the 1990s as a permanent exhibition on Pompeii and its environment some 2,000 years ago.



NON SENSITIVE INFORMATION  
Releasable to the Public

ANNEX A to  
JFC Naples Welcome Package  
DATED: August 2024



1. Ship Landing	13. Duomo (cathedral)	21. Banana Split	32. Teodoro
2. Fleet Landing	14. Gesu Nuovo Church	22. El Bocadillo (South	33. Baptist Church
3. USO Center	15. Santa Chiara Church	23. Castello	34. Lutheran Church
4. Main Rail Station	<i>Museums &amp; Galleries:</i>	24. Ciro a Mergellina	35. Methodist Church
5. Circumvesuviana Station	16. Museo Archeologico Nazionale	25. Ciro a Santa Brigida	36. Synagogue
6. Montesanto Subway (metropolitana)	17. Museo e Gallerie Nazionale di Capodimonte	26. Marino	<i>Shopping:</i>
7. Molo Beverello (hydrofoils & ferries)	18. Museo Duca di Martini/villa Floridiana	27. McDonald's	37. Via Chiaia
8. Main Post Office	19. Museo di Palazzo Reale	28. Zi Teresa	38. Via Toledo
9. SIP Telephone Office	20. Museo Nazionale di San Martino	29. Dizzy Club	39. Via Roma
10. Castel Nuovo		30. Hard Rock Café	40. Via Scarlatti
11. Castel dell'Ovo		31. Jam Club	
12. Castel Sant'Elmo			

**Additional online information:**

Discover Italy: Official Turism Website <http://www.italia.it/en>

Discover Italy: History, Culture, Nature & Cucine <http://www.understandingitaly.com>

The Municipality of Naples, Live the City - Tourism

<http://www.comune.napoli.it/flex/cm/pages/ServeBLOB.php/L/IT/IDPagina/5802>

Pozzuoli: Tourism and services <https://www.turismoeservizi.it/en/>

**Campania Arte Card**

Access to the exclusive art circuit of campania>artecard: you'll be entitled to skip the line at the most important museums, archaeological and cultural sites in Naples and Campania and travelling by public transport network. Moreover, join exclusive events and stay up-to-date on cultural offerings. Sign in!

<https://www.campaniartecard.it/?lang=en>

## NON SENSITIVE INFORMATION

Releasable to the Public

ANNEX B to  
JFC Naples Welcome Package  
DATED: August 2024

### International Club Naples

The International Club is a Joint Force Command (JFC) Naples authorized Morale and Welfare activity. It was established in 1951 and is run solely by volunteers. Our goal is to connect our community through friendship and culture through international interaction between our members and the local community. The Club promotes and organizes social and cultural events and activities for all of our members, including families. Please explore our website to find out more about membership and future events: [www.jfcnpic.com](http://www.jfcnpic.com)

The IC is open to all civilian and military JFC Naples, NCIA CSU Naples, 2<sup>nd</sup> NSB, EUCE and Naional Support Element personnel, their spouses and dependents under the age of 26 who possesses a valid JFC Naples ID card. It is also open to certain categories of U.S. D.o.D. personnel linked to the U.S. base in Capodichino and Gricignano. For a detailed list, please be referred to our constitution (available from the MWA office).

Annual membership fees and, where allowed, the JFC Naples MWA (Morale and Welfare Activities Branch) support the Club. The club also runs a Thrift store (Second hand shop) at the JFC base, where some of our members work part time as volunteers.

Contact your Country rep. to get a membership form, or send an e-mail to  
[jfcnpic.president@gmail.com](mailto:jfcnpic.president@gmail.com)  
or  
[jfcnpic.membership@gmail.com](mailto:jfcnpic.membership@gmail.com)

It would be a pleasure and honor to have you as a member of this wonderful organization!  
**Benvenuto! Welcome!**

	<p><b>Become A Member</b> <b>2021/22</b></p>  <p>To join our trips, events and activity clubs please sign up as a member using the Eventbrite link on Facebook, the website or from your Nation Reps. Thank you.</p>
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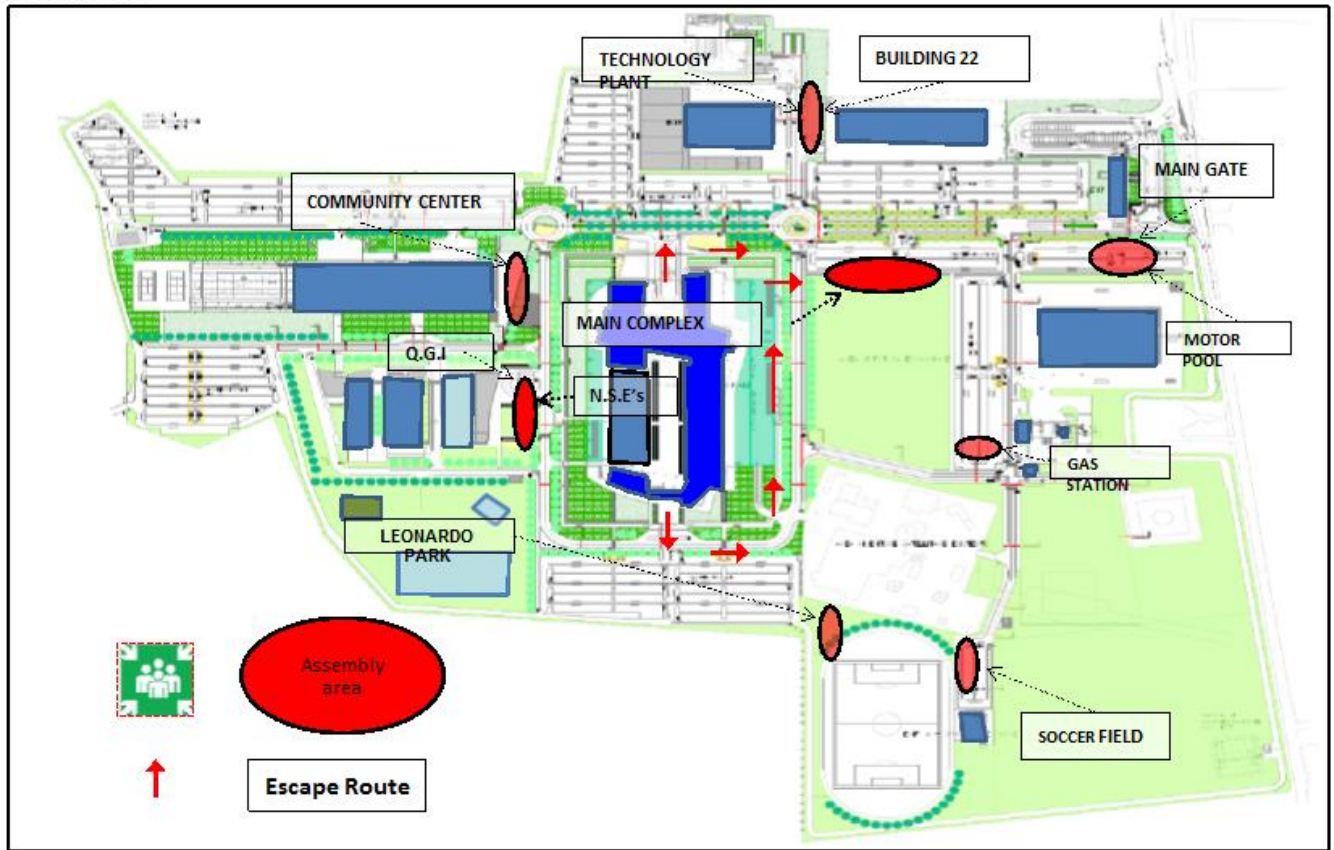


**NON SENSITIVE INFORMATION**  
Releasable to the Public

ANNEX C to  
JFC Naples Welcome Package  
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<b><u>CONCESSIONAIRES TELEPHONE NUMBERS</u></b>	
GAS STATION BAR BISTRO (Community Center)	433 3926
MAIN COMPLEX BAR	433 2910
BODY AND CARE	433 5350
AUTO BODY SHOP	433 2696
BARBER SHOP	433 2949
FLOWER SHOP	433 2772
LAUNDRY & TAILOR	4332462
ROXY GIFT SHOP	433 3113
ITALIAN POST OFFICE	433 5894
INTESA SAN PAOLO BANK	433 2278
VENDING MACHINES	080 5347118
ZURICH (Insurance)	349 2811863 - 339 1181804 - 331 4454538
FAST FINANCE	393 5550478
GROUPAMA (Insurance)	320 6967997
UNIPOL SAI (Insurance)	335 6287174 - 081 2482446
VITTORIA (Insurance)	335 5244262
CAF & LEGAL SERVICES	331 4386483
REAL ESTATE	347 5959558

ASSEMBLY AREAS



**Step-by-step IN-PROCESSING GUIDE for Newcomers personnel**

Upon arrival at JFC Naples the Newcomer, with the support of the Tutor must undergo the following 4 steps.

1. Pick up In-processing paperwork at their NSE (**military personnel**):
  - (a) Form 216/216-1
  - (b) NSE's letter of assignment
  - (c) Duty Free Privileges form
  - (d) MVRO Letter for AFI/undercover license plates.
  - (e) FORM 107
2. If you fill a NATO PE (JFC Naples, JLSG, 2<sup>nd</sup> NSB, NCIA) go to the respective J1/S1 to be registered on the APMS.  
If you are not filling a post on the NATO PE (for example staff assigned to NSEs, Med Centers, ACCI) report directly to the Family Support Section (FSS) to register personal details in the APMS.
3. Once at the FSS, the staff will:
  - (a) Verify your own and dependents' data issued in hardcopy by the NSEs or entered by respective J1/S1 in the APMS system
  - (b) Print the correct AMIS ID Card matching the staff member's level of clearance, checking national clearance and form 107
  - (c) Issue an NSTEP privilege code (spirits and tobacco) according to applicable agreements
  - (d) Provide the driver's license translation document (**only to non-Italian personnel**)
  - (e) Ascertain your entitlement to privileges signing AFI plate request issued by your NSE (**only to non-Italian personnel**).

In addition, for ITALIAN PERSONNEL, the FSS staff will:

- (f) Register the vehicle after checking owner has:
  - ✓ a vehicle registration/ownership certificate
  - ✓ A valid insurance.
- (g) Issue an NSTEP code (fuel) according to applicable agreements
- (h) Load vehicle data onto the ISIPS system and release a car pass and a White card.

**If you are Non-ITALIAN PERSONNEL:**

With the AFI plate request issued and signed by your NSE and by FSS, after taking an insurance coverage, go to:

1. U.S MVRO (Gricignano site)
  - to perform vehicle inspection (10\$ and 14 days validity)
  - to receive AFI/undercover license plates
  - For issuing the Yellow Card.
2. Then head back to FSS to complete the paperwork. Delivery to the staff:
  - Vehicle registration/ownership certificate received from U.S. MVRO
  - A valid insurance certificate

- Yellow card certifying the procedure was completed successfully

Then, the FSS staff will:

- Upload vehicle's data onto the ISIPS system
- Issue the car pass
- Provide document to register a credit card linked with the FORAX card and approve policy.

4. Now go to the MWA Section/Tobacco Store, whose staff will:
  - (a) Upload entitled personnel's data onto the FORAX system upon collection of White/Yellow card and registration of individual's bank details
  - (b) Pick up document and policy approval and link with credit card
  - (c) Activate and issue to you a FORAX Card and an access PIN.

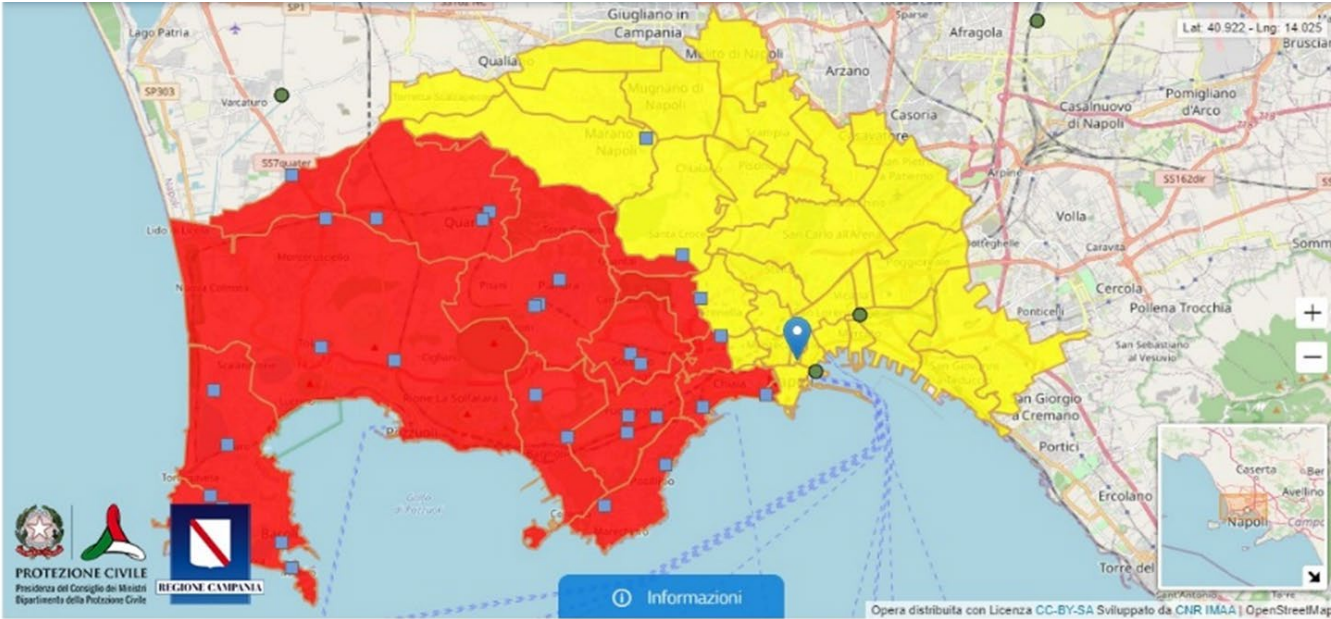
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#### **Step-by-step OUT-PROCESSING GUIDE for departing personnel**

If you are leaving JFC Naples, you must pick up the Out-Processing Form from your NSE.  
All offices listed in the form must sign in the reserved space if there are no outstanding matters.  
With this Form undergo the following 5 **mandatory** steps.

1. Go to J1 (or S1 JLSG, NCIA, 2<sup>nd</sup> NSB, ...) that will close your NATO PE on the APMS. If you are not filling a post on the NATO PE (for example staff assigned to NSEs, Med Centers, ACCI), FSS staff will close your position in APMS.
2. Then, go to your DSO to receive the final debriefing and to pick up Form 107 signed.
3. Then, go to U.S. MVRO (Gricignano site) (**only non-Italian personnel**) to return the AFI/Undercover license plates and the Yellow Card. Provide AFI Plate.
4. Then, go to MWA Section/Tobacco Store to return the FORAX Card that will be blocked by the staff.
5. Finally, go to the FSS whose staff will:
  - (a) Check the Out-processing Form has been duly signed and stamped by the offices, as required
  - (b) Collect the Form 107 signed by DSO or HQSO
  - (c) Collect the Car Pass for later destruction and writes the vehicle off the ISIPS
  - (d) Collect the ID CARD for later destruction
  - (e) Collect the driver license translation for later destruction (**only non-Italian personnel**)
  - (f) Close the NATO position on the APMS for non PE positions (NSEs personnel, ACCI personnel, etc...)
  - (g) Send an e-mail to the MWA Section/Tobacco Store requesting the blocking of the relevant FORAX card, for a double check.

AFFECTED AREAS



RED ZONE	YELLOW ZONE
<ul style="list-style-type: none"><li>• Is the area for which the preventive evacuation, in case of "alarm", is the only protective measure for the population.</li><li>• The area is exposed to the risk of pyroclastic flooding, which, due to their high temperatures and speed, represent an extremely dangerous phenomenon for the people</li><li>• It includes the municipalities of <u>Pozzuoli, Bacoli, Monte di Procida and Quarto</u>, as well as some municipalities of <u>Giugliano in Campania, Marano di Napoli and some municipalities of Naples</u>. Within the area there are approximately 500,000 residents.</li></ul>	<ul style="list-style-type: none"><li>• Is the area, outside the red zone, which in case of eruption is exposed to significant fallout of volcanic ash.</li><li>• The area is exposed to the risk of pyroclastic flooding, which, due to their high temperatures and speed, represent an extremely dangerous phenomenon for the people</li><li>• It includes the municipalities of <u>Villaricca, Calvizzano, Marano di Napoli, Mugnano di Napoli, Melito di Napoli and Casavatore and 24 districts of Naples</u>. In the area there are over 800,000 residents.</li></ul>

**ALERT LEVELS**

The **alert levels** for the “Campi Flegrei” indicate the volcano's activity status and mark the timeframe before the resumption of a possible eruptive activity. The passage from one alert level to the following one is established on the basis of the monitored parameter variations and of possible ongoing phenomena.

ALERT LEVEL	OPERATIONAL PHASE	MOVING PLAN
GREEN	BASE	NTR
YELLOW	ATTENTION	NTR
ORANGE	PRE-ALARM	During the " <b>pre-alarm</b> " phase, people may leave voluntarily, but with their own means. They can move to alternative accommodation (e.g. second home, to relatives or friends, rented house).
RED	ALARM	When the " <b>alarm</b> " state is declared, the entire population must leave the red zone and may decide to proceed independently or with assistance. The total estimated time for this operation is <b>72 hours (3 days)</b> .

Currently, the alert level is **yellow** and the operational phase adopted is of "attention".

People who have chosen to move autonomously with their own vehicle, **MUST** follow only the routes indicated in the Moving Plan. The regulation of traffic during the autonomous removal phase will be managed through the activation of gates, that will ensure the correct timing of the traffic flow out of the red area.

For deiled information on the topic: <https://mappe.protezionecivile.gov.it/en/risks-maps-and-dashboards/national-planning-phlegraeen-fields/>