



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACT NAPLES INST 1900.1B
N1

10 JUN 2016

NAVSUPPACT NAPLES INSTRUCTION 1900.1B

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
(b) DoD Foreign Clearance Guide

Encl: (1) Request for Local Separation to Reside in Italy with a Local National Spouse
(2) Request for Local Separation to Become a Dependent of Co-Located Spouse
(3) Request for Local Separation to Become a Civilian Employee

1. Purpose. To implement provisions of reference (a) and issue policy and guidance for local separation or retirement of a service member, while serving on permanent duty in Italy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 1900.1A

3. Background. Reference (a) authorizes Commanding Officer (CO) of overseas shore stations to separate personnel OCONUS if eligible for an honorable discharge.

4. Policy. Normally, all active duty navy personnel are required to separate in CONUS at designated separation activities. Per references (a) and (b), and in certain cases, members desiring to separate/retire in Naples, Italy, may submit enclosure (1), (2), or (3), if they meet one of the three criteria listed below.

a. Service member is married to a local national and intends to reside in Italy upon separation/retirement.

b. Service member is married to either an active duty service member who is stationed in the Naples, Italy area of responsibility (AOR) or a U.S. Government civilian employee who is on orders to a command in the Naples, Italy (AOR), and the separating/retiring service member intends to remain in Italy upon separation/retirement as the spouse's command-sponsored dependent.

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c. Service member has accepted a final job offer to work as a U.S. Government civilian employee in the Naples, Italy area to commence immediately upon separation/retirement from active duty, and has sufficient leave as verified by Commander, Navy Region Europe, Africa, Southwest Asian, Human Resources Office (HRO), to return to the CONUS in order to obtain the requisite visa.

5. Service members desiring to separate/retire locally to begin civilian employment with the U.S. Government must also have their servicing HRO endorse their request and certify that the job offer is final and that the member has accepted the job offer. Per reference (b), service members are advised that upon separation/retirement they are required to depart Italy in order to obtain their new "missione" visa in the United States, and must re-enter Italy on that new "missione" visa.

6. Service members desiring to separate/retire locally to become a dependent of their co-located active duty Service Member or U.S. Government civilian employee spouse must have the spouse's command (and if applicable the respective Human Resources Office) endorse their request to separate locally, indicating whether the member will be command-sponsored upon separation.

7. Eligible members that fall under the applicable guidance below are required to submit a complete and fully endorsed request package to the U.S. Naval Support Activity, Naples (NAVSUPPACT), Italy Office of the Staff Judge Advocate no later than sixty days prior to the separation/retirement date.

a. Service members desiring to separate/retire locally to become a dependent of their co-located active duty spouse must submit a request via their chain of command to Commanding Officer, NAVSUPPACT Naples indicating whether the member will be command-sponsored upon separation.

b. Officers desiring to separate or retire locally must submit a request via their chain of command to Commanding Officer, NAVSUPPACT Naples and obtain written authorization in the form of Permanent Change of Station (PCS) Orders from their applicable detailer.

8. Record Entry

a. Per reference (a), enlisted members must have an entry to this effect made on a NAVPERS 1070/613 (7/06), Administrative Remarks, of the service record.

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b. Officers will have their orders modified as follows:

"Your separation at (duty station) is as per your request. Active duty pay and allowances are authorized until actual separation; however, any travel necessary for physical examination or other procedures incident to your separation processing will be at your expense and you will not be entitled to per diem while on temporary duty in connection with separation processing. Your attention is directed to NAVSO P-6034, chapter 5, section U5125 for time limitations on entitlements for transoceanic travel."

9. Requests to separate or retire locally, shall be processed per reference (a), to include requesting concurrence/permission from the servicing Personnel Support Detachment. Separation requests not meeting the criteria outlined in this instruction will be denied. Time submission waivers will not be considered.



D. W. CARPENTER

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<https://www.cnmc.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm>

**REQUEST FOR LOCAL SEPARATION
TO RESIDE IN ITALY WITH A LOCAL NATIONAL SPOUSE**

(DATE)

From: (Member's Rate/Rank, Full Name)

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

Via: (1) (Parent Command)

(2) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy

(3) Housing Director, U.S. Naval Support Activity, Naples, Italy

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

Ref: (a) NAVSUPPACT NAPLES INST 1900.1B

(b) MILPERSMAN 1910-812

Encl: (1) Photocopy of U.S. Tourist Passport(s)

(2) Photocopy of Passport Pages with Residency Visa Stamp(s)

(3) Marriage Certificate

(4) Copy of Current Page 2

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 _____.

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. My effective date of separation is _____.

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 are no legal or disciplinary charges pending against me.

W. T. DOOR

Enclosure (1)

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REQUEST FOR LOCAL SEPARATION TO BECOME A DEPENDENT

From: (Member's Rate/Rank, Full Name)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) (Parent Command)
(2) (Spouse's Command)
(3) (Applicable Human Resources Office [only if co-located spouse is a GS employee])
(4) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy
(5) Housing Director, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A DEPENDENT

Ref: (a) NAVSUPPACT NAPLES INST 1900.1B
(b) MILPERSMAN 1910-812

Encl: (1) Copy of Sponsor's Orders
(2) Retirement Orders/Current Orders
(3) Copy of Current Page 2

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

a. I will become a command-sponsored dependent of _____, who is assigned for duty at [command] until _____. Enclosure (1) is a copy of my sponsor's orders.

b. I am presently assigned for duty at _____.

c. I will be separate/retire on _____. Enclosure (2) is a copy of my retirement/current orders.

d. My spouse's command will sponsor me.

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

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

g. I will apply for a sojourner's permit after local separation, command-sponsored by [spouse's command].

W. T. DOOR

Enclosure (2)

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REQUEST FOR LOCAL SEPARATION TO BECOME A CIVILIAN EMPLOYEE

From: (Member's Rate/Rank, Full Name)
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) (Parent Command)
(2) (Applicable Human Resources Office)
(3) Motor Vehicle Registration Office, U.S. Naval Support Activity, Naples, Italy
(4) Housing Director, U.S. Naval Support Activity, Naples, Italy

Subj: REQUEST TO SEPARATE LOCALLY TO BECOME A CIVILIAN EMPLOYEE

Ref: (a) NAVSUPPACT NAPLES INST 1900.1B
(b) DoD Foreign Clearance Guide
(c) MILPERSMAN 1910-812

Encl: (1) Photocopy of Official Government Orders for Post-Military Job
(2) Photocopy of U.S. Tourist Passport(s)
(3) Photocopy of No-Fee Passport(s)
(4) Photocopy of Passport Pages with "Missione" Visa Stamp(s)

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

- a. I will separate in Italy with the intention to become a civilian employee. See enclosure (1).
- b. I have obtained a U.S. tourist passport number _____, and No-Fee Passport number _____. See enclosures (2) and (3).
- c. I understand that I am required to obtain "missione" visas for myself and my family members (if applicable) within the timeframe established by the Human Resources office. See enclosure (4).
- d. My effective date of separation is _____.
- e. I understand that ii am required to apply for a sojourner's permit after local separation.

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.

W. T. DOOR

Enclosure (3)