

NSA Naples Government Owned Housing Resource Guide

Government housing at the Gricignano support site location is one of the Navy's premier housing sites in the world. The complex has units consisting of apartments and townhouses. The support site is an entirely self-contained complex that offers residents safety and security as well as a strong community environment. The support site housing area is developed in structures either six or twelve apartments each. The apartments are designated for both officer (O1-O5) and enlisted (E1-E9); the townhouses are designated for officers O5 and above.

The Support Site is an entirely self-contained complex that offers safety and security as well as a strong community environment that we are sure you will enjoy.

The Support Site housing area is developed in structures containing either 6 or 12 apartments each. The apartments are designated for officer or enlisted families.

Apartments are configured as 2, 3, and 4-bedroom units. All are equipped with central heat and air conditioning, a laundry room with American-style washer and dryer, a microwave oven, a dishwasher, a gas oven/range, a refrigerator, cable TV and both 110-V/220-V electrical receptacles. The AFN satellite system and ADSL Internet access are available in each home.

For those living on the Support Site, all the amenities and services listed below are within a 10-minute walk.

Amenities and Services

Essentials

- Housing Services Center (HSC)
- Commissary
- Navy Exchange
- U.S. Navy Hospital and Dental Facility
- Navy Lodge
- Mini Mart & Package Store
- DoDEA Schools
- Chapel
- Navy Federal Credit Union
- ATM Machines (Both US \$ and Euro dispensers are available)
- Emergency Services (Fire, security police, & Medical)

Food and Drink

- Noble Roman's Pizza (w/ home delivery)
- Bambusa Restaurant
- Coffee Bar(s)
- Irish Pub
- Food Court (at NEX)

Support Services

- Motor Vehicle Registration Office
- Fleet and Family Service Center
- Personal Property Office
- Post Office
- Child Development Center

MWR

- Library
- Teen Center
- Youth Center
- Auto Hobby Shop
- Athletic Complex (Fitness Forum Gym & Swimming Pool)
- Movie Theater
- Bowling Center

Other

- AFN Television and Radio Stations
- Video Store
- Laundromat
- Barber/Beauty Shop
- Rental Car
- USO
- Auto Insurance offices
- New Car Sales
- Florist
- Playgrounds
- Sporting Fields & Picnic Facilities

Checking In

The Assignment counselors at the HSC will assign you a unit based on your pay grade and family composition. When you meet with the counselor, you will need a copy of your PCS orders and verification of dependents. For Navy personnel, this is your “Page 2”.

Note: Government owned family housing is not available in Rome or Gaeta.

After Accepting a Government Unit

You must check out of the TLA by 11 a.m. on the day you are assigned to government quarters.

Your assignment date may not be the same day as your check-in inspection.

Housing will:

- Arrange for loaner furniture.
- Schedule a check-in inspection with your zone manager.
- During the inspection you will receive the keys, sign an occupancy agreement, and be briefed on maintenance and operation.

Important Note: Service Member will need to process the paperwork to stop Basic Allowance for Housing (BAH). Please make sure this allowance has ended, as any BAH paid beyond move-in date will later be deducted from the Service Member’s pay.

Checking Out

Notice of Intent to Vacate (1st Appointment – at either UHQ)

At least 30 days before your departure, you can make an appointment either at the Support Site or Capodichino UHQ Monday through Friday from 0700-1600. Bring a copy of your PCS orders to this first appointment. You will complete an “Intent to Vacate” notice and schedule your preliminary and final inspections.

Pre-Inspection (2nd Appointment – At your home)

During the pre-inspection of your home, the housing representative will inform you of what will be expected at the final check-out, as well as take notes of needed repairs. During the pre-inspection, be sure to ask any questions you may have concerning items that have been lost or damaged. This inspection will take approximately 30 minutes.

Cleaning in advance of your Final Inspection:

- All rooms are “broom-cleaned.”
- All floors are free of sticky, grease spots and spills. Stickers, contact paper, shelf paper, etc, should be removed, including adhesive remains.
- Kitchen surfaces, cabinets and appliances are wiped clean with no accumulated food remains, grease buildup, or burned residue.

- Bathroom surfaces are clean and free of residue buildup, hair, and soap remains.
- All burnt out bulbs and broken items are replaced.
- Furnishings are dusted and free from all personal items and trash.
- Windows, screens, window tracks, and coverings (i.e. shutters) are clean and free of dirt, mold, and debris.
- Prepare For Your Final Inspection.
- Money Collection Voucher Receipts must be present: If you were held liable for any damage to government property during your stay in the government housing unit, you would have been issued a money collection voucher for payment. The housing representative must verify that you have paid for the damages via the Voucher Receipt.

Final Inspection (Final Appointment - At your home)

You must have a final inspection of your home to complete your requirements for vacating government quarters before PCSing. To complete the final inspection, it is important to have all personal property removed prior to your scheduled appointment. At the final inspection, a housing representative will examine the residence in the following areas: condition and cleanliness of quarters and inventory, condition and cleanliness of government equipment and loaner furniture. During the final inspection, you will sign a memorandum indicating the date that you passed your final inspection and vacated quarters.

Temporary Lodging Allowance (TLA)

After turning in your keys, you will move into the TLA hotel until the departure for your next assignment. Prior to their departure of Naples, Italy, military personnel are qualified for one day of TLA if they live in un-accompanied housing. This allowance does not begin until the final inspection has been passed. Plan ahead when scheduling your appointments. Make sure your TLA reservations are well in advance.

Recycling

Since May of 2004, the city of Gricignano has required local residents to recycle their trash. Because the support site falls within their city limits, we are required to comply with their recycling program. Read on to improve your understanding of the program.

Bulky Items will be picked-up from your home during normal hours of operation. To schedule a pick-up, contact the housing trouble desk to request this service (DSN) 629-4285/86 or commercial 081-811-4285/86. Items will usually be picked-up within 24 hours.

Waste Categories

Support site residents are required to separate their trash into categories which is picked up on a set schedule. Waste is separated into four different categories for pick-up:

1. Compost - food items, plants, and small pet waste.
2. Recyclables - paper, plastics, and metals.
3. Non-recyclables - old clothes, dirty plastics, soiled papers, old toys, rags, sanitary napkins, diapers, etc.
4. Cardboards - heavy duty cardboard boxes for mailing, packaging, etc.

Waste Collection Schedule

Styrofoam must be removed from boxes and other packing materials, placed in a plastic bag and discarded as non-recyclables. Flatten cardboard and stack neatly in the green pen. Compost and non-recyclables may be taken out at your leisure and are only collected on the days below. Glass may be taken out at your leisure, however, ensure each bottle of glass is individually dropped in the glass container. Please do your part and ensure your glass does not become a hazard for someone else.

	Compost	Recycles	Non-Recycles	Cardboards
Monday	Pick-up	Pick-up**	---	Pick-up*
Tuesday	---	---	Pick-up***	---
Wednesday	Pick-up	---	---	Pick-up*
Thursday	---	Pick-up**	---	---
Friday	Pick-up	---	---	---
Saturday	---	---	Pick-up***	Pick-up*
Sunday	---	---	---	---

*Place cardboard in the green pens and must be emptied and flattened.

**Place your recyclables out in the green pen between 9pm and 6am prior to pick-up day.

*** Styrofoam and other packing materials must be removed from boxes prior to disposal and must be placed in a plastic bag and discarded as non-recyclables.

Quick Tips

1. To ensure your waste is collected, separate, separate, and separate. If you aren't sure if it is recyclable or compost, treat it as non-recyclable.
2. Use white, clear or blue bags for placing out recyclables on Wednesday evenings.
3. Call the Trouble Desk to pick-up Bulky Items. Please do not place bulky items in the trash pen areas. Bulky items are picked-up from your home or storage areas.
4. Ensure your waste bags are out in the pens no earlier than 9pm the evening before and no later than 6am the morning of (earlier, if possible, to ensure you don't miss the collection agency).