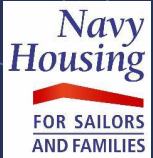




NSA Naples Fact Sheet: Direct Assignment to On-Base Housing



What You Need to Know

- Accompanied service members ranked E1-O6 receive a direct assignment to live in military family housing. Direct assignment does not apply to DoD civilians, contractors, or service members assigned to Gaeta.
- Before arriving, pre-apply for housing via the HEAT application (<https://www.homes.mil/heat/DispatchServlet/HeatEntry>) system before arriving at NSA Naples.
- Upon arrival, check-in with housing (within 3 days) either through Area Orientation or [email us](#) to schedule an appointment to submit your housing application. Email: Naples_Housing@us.navy.mil
- We offer a direct move-in program, which allows you to move directly into your apartment without needing TLA. Your command Sponsor can start the door-to-door move 10-days before your arrival.

What is an Exception to Policy?

An exception to the direct assignment policy (ETP) is a request to bypass direct assignment and move directly to the economy. It is intended for extraordinary and unusual circumstances and is not often approved. To initiate the ETP process, follow these steps:

1. Email Housing to request a template of the letter.
2. Submit a request letter to the NSA Naples Commanding Officer, through your command.
3. Your command will endorse the request and forward it to housing for a secondary endorsement.
4. The housing office will endorse and route the entire package to the NSA Naples CO for a final decision - a process that may take 3-4 weeks.

Do NOT expect to wait in TLA funded lodging for adjudication of your ETP Request – If an apartment is available, TLA will not be approved past offered move in date.

Waiting for Household Goods?

With direct assignment in place, most likely you will be already living in your base apartment before your household goods arrive. Upon arrival, you will coordinate with the Personal Property office to have your household goods delivered.

However, if you are awaiting an ETP decision, it is advisable to postpone delivery. You have a 90-day window from the arrival date of your household goods to store them.

While awaiting your household goods, consider arranging for your express shipment to be delivered, and make use of resources like the [NMCRS Thrift Store](#) or [FFSC Loaner Locker](#) to furnish your on-base housing unit with essential items like linens, pillows, towels, pots/pans, and other comforts.

Loaner Furniture

At NSA Naples, we take pride in offering loaner furniture for on-base and economy homes while you wait for the arrival of your household goods. This provision includes beds, tables, chairs, dressers, and a sofa to ensure a welcoming and comforting transition for you! You can enjoy this furniture for up to 90-days. Appliances are already pre-installed in base apartments.

If your ETP for direct assignment is approved, you will be able coordinate the move out of your base apartment to coincide with the move in date for your economy residence. Our housing counselors can assist you in scheduling the loaner furniture pick up from your on base apartment, and appliance delivery to the economy, so there will be no extra costs or fees for the service members.

Navy Housing Can Help!

Email: Naples_Housing@us.navy.mil

Base Housing: +39-081-811-4930

Economy Housing: +39-081-811-4466

HEAT Application:
<https://www.homes.mil/heat/DispatchServlet/HeatEntry>

Facebook page:
<https://www.facebook.com/NSANaplesHousing>

Updated: February 2024