

Housing Service Center



Housing Welcome Package
Government Quarters and Economy Housing Information
e-mail: M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL

HOUSING SERVICE CENTER

Hours of Operation

Support Site - Economy Housing Division

Property Registration / Referral Services /
BLG 2073

***Monday–Friday 0745-1545**

Closed All Italian Holidays

Support Site – Family Housing Division

Assignment/Termination of Government
Quarters

BLDG 2074

***Monday–Friday 0745-1545**

Housing Website: www.cnic.navy.mil/Naples/FleetAndFamilyReadiness/HousingAndLodging

Housing Address: Housing Service Center, PSC 808 Box 7, FPO AE 09618-0007

Point of Contact Information

M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL

Housing Service Center (Support Site) - - - -	(DSN) 629-4466 / (Comm) 081-811-4466
Family Housing Division (Support Site) - - -	(DSN) 626-4930 / (Comm) 081-568-4930
Housing Service Center (Gaeta) - - - - -	(DSN) 626-8307 / (Comm) 081-568-8307
Housing Service Center (Rome & Latina) - -	(Comm) 06-504-0421
Personal Property Office (Support Site) - - -	(DSN) 629-6778 / (Comm) 081-811-6778
EMERGENCY ASSISTANCE - - - - -	(DSN) 629-4911 / (Comm) 081-568-4911
Housing Trouble Desk - - - - -	(DSN) 629-4285/86 / (Comm) 081-811-4285/86
Quarterdeck (Capodichino) - - - - -	(DSN) 626-5547/5361 (Comm) 081-568-5547/5361

Housing Process Overview

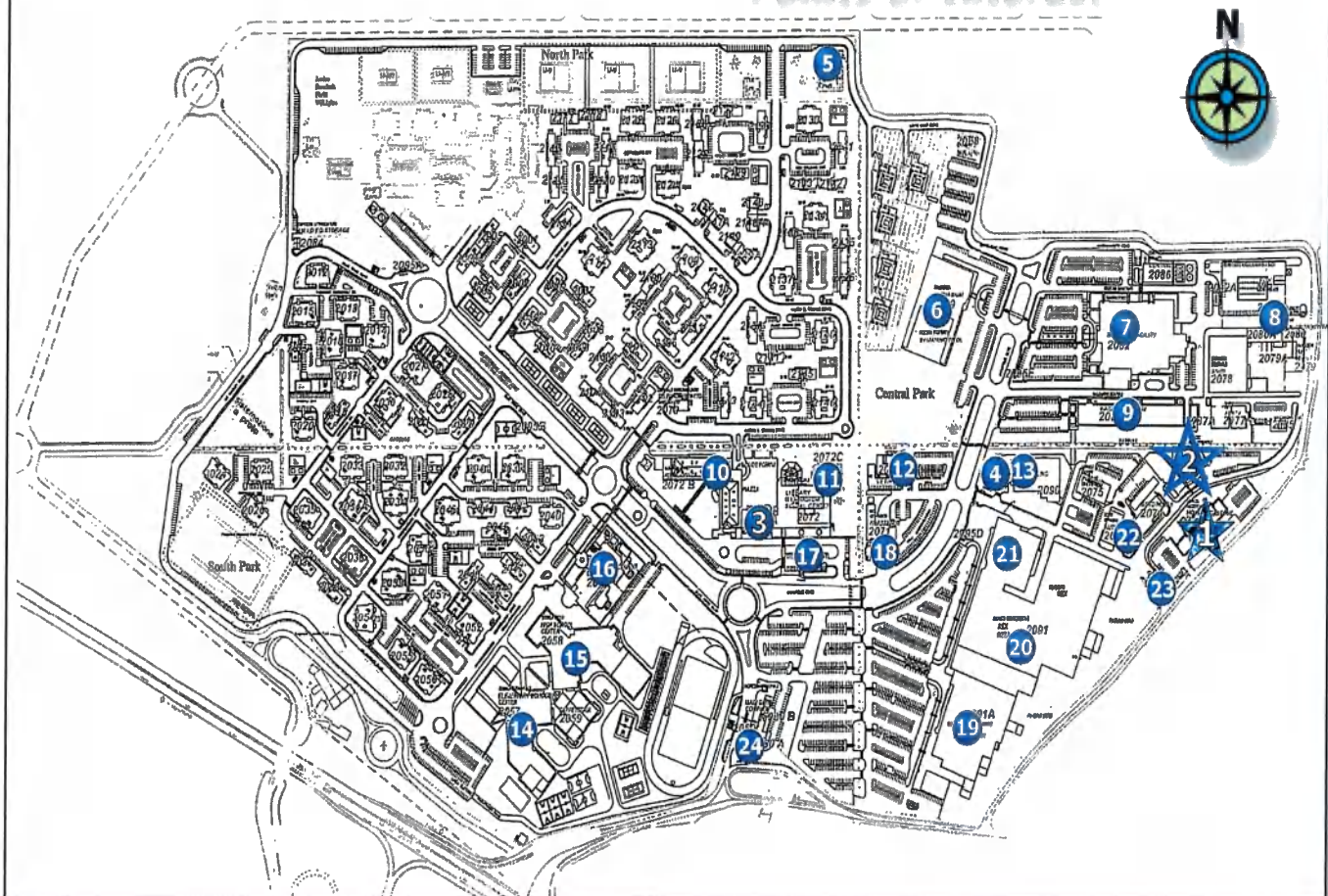


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NSA Naples Support Site

Points of Interest



Legend

- | | | |
|---|--|--|
| 1. Housing Service Center (Economy) | Teen Center | Florist |
| 2. Family Housing Division (Assignment & Facilities) | 11. NSA Library | 21. Food Court, Movie Theater, Post Office, Pack & Wrap |
| 3. HSC Community Center, Chapel | 12. Veterinary Clinic | 22. NEX Auto Port, Auto Hobby Shop, Self Service Car Wash |
| 5. Skateboard Park | 13. Bowling Center, Noble Roman's Pizza | 23. "Back" Gate |
| 6. Fitness Forum (Gym) | 14. DoDDs Elementary School | 24. Main Gate, Pass & ID, Pedestrian Entrance |
| 7. Naval Hospital | 15. DoDDs Middle/High School | |
| 8. POV Lot | 16. Child Development Center | |
| 9. Bachelor Quarters | 18. NSA Fire Department | |
| 10. Navy Lodge, FFSC, MVRO, GSF pay cage, Geico Insurance, Laundromat, NEX mini-mart, Chock-full-o'Nuts coffee shop, Bamboosa Restaurant, MWR Youth/ | 19. D.E.C.A. Commissary | |
| | 20. NEX, NFCU, ITT, Dry Cleaner, Residential Services, Vodaphone Cellular, Book Store, Dry Cleaner, Hair Salon, Wine Store, | |



Temporary Lodging Allowance

Summary of: NAVSUPACT NAPLES INSTRUCTION 7210.1(SERIES)

Ref: Joint Travel Regulations (JTR) Vol.1, Chapter 9
NSA INST 7210.1 (SERIES)

The Housing Service Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a judicious manner. This means that, upon your arrival, you must **aggressively** seek housing. To help you understand more about TLA, the following information is provided.

Military personnel are authorized a maximum of 60 days of TLA. After the first 30 day period you will be required to have approval from your Chain of Command indicating why you were unable to locate housing within the 30 day period. A minimum of two showing tours must be completed every ten days. If I have not selected a property by the 30-day TLA point, I understand that I may be required to sign a short-term lease. Civilian personnel are authorized a maximum of 90 days of temporary lodging (TQSE).

Note: The Claims may be sent via e-mail at:
M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL

NOTE: The policies and instructions referenced here are available at the Housing Service Center. Please ask a housing counselor if you would like to review any housing policy or instruction.

TLA Entitlement is Subject to Termination:

- If you, or your spouse, cannot complete a minimum of two tours with the Housing Showing Staff or a Registered Real Estate Agency during each 10 day period. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e. arrival of POV or HHG, awaiting family arrival, etc.)
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly or if you request delayed delivery of HHG for personal convenience.
- If you go on TAD/TDY/Leave out of the vicinity of your PCS, unless your command sponsored family members remain during your absence.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing. Note: A short-term lease notification will be emailed to you on this date.
- If you are not aggressively seeking economy housing and you refuse the second offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy.
- Upon the move-in date to government or economy quarters.
- If a TLA request is submitted and you can't provide a copy of the property showings for that period.

TLA Entitlement Extensions:

- All extensions based on economy homes undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area **will NOT be approved.**
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPACT Naples.
- Extensions beyond the first 30 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted 10 days in advance of the expiration of your TLA.
- Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted via the Housing Director in advance.

Government Quarters

Summary of: NAVSUPACT NAPLES INST 11103.5C and CNIC INST M-11033.3
(Housing Eligibility Criteria)

GOVERNMENT QUARTERS ASSIGNMENT

FRONT DESK: 629-4930—081-811-4930

The Assignment counselors at the Housing Service Center will help you choose the government unit that is right for you. When you are meeting with the counselor, you will need a copy of your PCS orders and verification of dependents (i.e. Navy Page 2 or DEERS verification).

DIRECT ASSIGNMENT IN EFFECT

Effective 28 August 2020, Direct Assignment to Military Family Housing (MFH) is in effect for all incoming active duty military personnel (E1 - O6) reporting to the Naples area with accompanying dependents. Members will be assigned to MFH immediately upon arrival if available.

NOTE: The policies and instructions referenced here are available at the Housing Service Center. Please ask a housing counselor if you would like to review any housing policy or instruction.

General Eligibility

1. In the Naples area, all U.S. military personnel, pay grades E1—O6 with accompanying family members, are eligible to apply for Military Family Housing (MFH).
2. Civilian Personnel with accompanying family members are eligible to occupy MFH. Assignment to MFH will be made only when there are no military families on the waitlist and are based on paygrade equivalency and family composition.
3. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with certification from the U.S. Naval Hospital, Naples, Italy. Placement is on the two-bedroom waiting list, and the control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy, pending availability of units.

Assignment Policy

1. All assignments to MFH are made based on rank and family composition.
 - Service members are eligible for one bedroom per child.
 - E7—E8 personnel are eligible for a minimum of three bedrooms.
 - E9 personnel are eligible for a minimum of four bedrooms.
 - O1—O5 personnel are eligible for a minimum of three bedrooms
 - O6 personnel are eligible for a minimum of four bedrooms

Note: NSA does not have MFH units larger than four bedrooms.



Government Quarters (Continued)

2. All newly arriving service members must report to the Housing Service Center (HSC) and be briefed by an Assignment Counselor within 3 days of arrival. Available MFH options will be discussed, and all personnel with accompanying dependents will be placed on a waiting list for assignment. While waiting for assignment to quarters, the member is required to reside in temporary lodging. If government quarters are not available for occupancy within 30 days of arrival, the member MUST locate a home in the local community after receiving a Statement of NON-AVAILABILITY from the Assignment Office.
3. Military personnel currently on the MFH waiting list but

residing in the local community are eligible to move into MFH after a period of four months, as per NSA Instr. 11103.5C. During this period, the member will not lose his/her position on the waiting list.



After Accepting a Government Unit

You must check out of the TLA by 11:00 a.m. on the effective day you are assigned to government quarters. (Move in date)

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

Housing will:

- Arrange for loaner furniture, if desired.
- Schedule a check-in inspection with your Zone Manager. During the inspection you will receive your keys, sign an occupancy agreement, and be briefed on operations and maintenance.
- Process the paperwork to stop your Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA). Please make sure this allowance has stopped, as any BAH or OHA paid beyond your move in date will later be recouped from your pay.

Housing Style

All government quarters are "apartment" style, six-plex or twelve-plex, three story buildings.

Note: Buildings do not have elevators.





Government Quarters (Continued)

ADSL

Internet services are provided by the Residential Services office located at the NEX. The Assignment Counselors will provide information on internet installation.

Appliances

All MFH units are provided with the following appliances: stove, refrigerator, dishwasher, microwave/convection oven, washer and dryer.

Loaner Furniture

Refer to page 13 for a list of available loaner furniture items.

PETS

As per NSA instr. 10570.2H (**Pet Policy**), pets are allowed in Military Family Housing. Members living in MFH may have 2 pets (e. dog, cat, bird, hamster/gerbil or guinea pig). The following pets are **NOT** allowed in MFH; any dog of a breed (including mixed breed) that has the potential to harm or proves hazardous to others or is potentially aggressive: Pit-bulls, American Stafford bull terrier, American Bully, English Stafford bull terrier, Rottweiler, Doberman pinchers, or wolf hybrids.

Only cats and dogs that have been spayed/neutered and micro-chipped are authorized.

Renter's Insurance

Renter's insurance is STRONGLY ENCOURAGED for all residents.

Storage

Every MFH unit has a small designated storage "room" assigned within your building.

Telephones

Your telephone in MFH will be a government installed DSN number. The Assignment Counselors will provide information on telephone installation.

Transportation

NSA Naples offers bus service from the Support Site to Capodichino and JFC. This service is available throughout the day and evening hours. There are three bus stops conveniently located within walking distance of all government quarters. Schedules are available at the Housing Office and are posted at each bus stop. **NOTE:** Transportation service is provided for single service members residing in Unaccompanied Housing and personnel residing in TLA awaiting arrival of their vehicle. All other personnel are eligible to ride the bus on a Space-Availability basis.

Voltage / Outlets

All MFH units are equipped with both 110V and 220V outlets. You will be able to plug in both US and Italian devices without the need of a transformer.



Government Quarters F.A.Q.

Frequently Asked Questions

Q1. What if I do not want the first quarters offered to me?

A1. Under direct assignment, if you decline an offer you will forfeit your entitlement to Overseas Housing Allowance (OHA). If you turn down one set of quarters your name will be deleted from the waitlist. You will be permitted to re-apply for Military Family Housing after 6 months from your declination date. All offers of acceptance or declination must be made in writing.

Q2. What is my control date?

A2. Your control date will be your detachment date from your last permanent duty station (proof of detachment date is required). Note: You are required to apply for housing immediately upon arrival.

Q3. What size quarters am I eligible?

A3. The sponsor's rank and family size determine bedroom eligibility.

E1-E6 One bedroom per child

E7-E8 Minimum of three bedrooms

E9 Four bedrooms

O1-O5 Minimum of three bedrooms

O6 Four bedrooms

Note: NSA does not have quarters larger than four bedrooms.

Q4. Can I specify an area in which I would like to live?

A4. While operating under the Direct Assignment policy, you do not have the option to move into the local economy unless Government Quarters are not available and you receive a Statement Of Non-Availability.

Q5. Can I receive a waiver to move to the local economy due to the number, size, or breed of my pets?

A5. No. There are no exceptions to the Direct Assignment Policy due to pets.

Q6. What if my family has not arrived yet?

A6. You are required to apply for housing when you arrive. Your position will be maintained on the waiting list as determined by your control date. You will be by-passed until the status of your dependents has been confirmed and their travel itinerary has been provided to the assignments office. Once provided, you may accept housing up to 30 days prior to their arrival. NOTE: You will be required to sign a lease (or short term lease) on the local economy until that time.



Checking Out of Government Quarters

At least thirty days before your departure, contact the Government Quarters Assignment Counselor to start the checkout process. The Assignment Counselors are located at the Support Site HSC which is open Monday - Friday, from 0730 until 1545. Contact a counselor at DSN 629-4930 to schedule your appointment.

Notice of Intent to Vacate (1ST APPOINTMENT AT THE HOUSING OFFICE)

Bring a copy of your PCS orders to this appointment. You will complete an "Intent to Vacate" notice and schedule your preliminary and final inspections. The Assignment Counselor will arrange for loaner furniture to be delivered and picked up. For cleaning references, the Counselor will also give you a copy of the "Navy Housing Appliance/Furniture Cleaning Requirements".

Pre-Inspection (2ND APPOINTMENT AT YOUR HOME)

During the pre-inspection of your home, the Housing Zone Manager will inform you of what will be expected at the final checkout, 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 60 minutes.

Please make arrangements to keep this pre-inspection appointment. Missing the appointment will reduce operational efficiency and slow the vacate process.

Final Inspection (FINAL APPOINTMENT AT YOUR HOME)

You must have a final inspection of your home in order to complete your requirements for vacating government quarters before PCSing. To complete the final inspection all personal property must be removed prior to your scheduled appointment. At the final inspection a Zone Manager will examine the residence in the following areas: condition and cleanliness of quarters; inventory, and condition and cleanliness of government equipment. During the final inspection, you will sign a memorandum indicating the date that you passed your final inspection and vacated quarters. Note: if you are in possession of loaner furniture, you will be required to have the furniture picked up prior to the final inspection.

Damages

Damages will be noted during the pre and final inspections. The Zone Manager will charge you for all of the damages found during the inspections. Payments for damages will be paid to the government at PSD via a money collection voucher before you can be cleared from quarters. Note: The Zone Manager will indicate those items that you may fix prior to the final inspection.

TLA

Prior to your departure from Naples, Italy, military personnel are qualified for **ten days** of TLA when vacating military family housing. This allowance does not begin until the final inspection has been passed. You will need to plan ahead when scheduling your appointments and are encouraged to make TLA reservations well in advance.

NSA Naples Housing

Map of Campania HomeFinder "Color Zones"



Green – Support Site. This area is the fastest growing region for NSA Personnel. It offers convenience for those frequenting the Support Site and Capodichino.

Yellow – Capodichino. This area is known for its scenic mountain views. Reasonable driving times to the Support Site and Capodichino can be found here.

Pink – Coast. This area is a good choice for those who prefer to be near the ocean. The area is well established and it is possible to find affordable family housing.

Blue – Pozzuoli. Although housing in this area is typically a bit smaller than other areas it is possible to find nice neighborhoods with excellent views of the sea. This area brings together the close proximity to the sea with the conveniences of the city.

Orange – Naples. Those who like to have the conveniences of the city prefer this area. It is possible to find housing with reasonable driving times to Capodichino, AF South and Agnano in this area.

* Approximate Driving Times

	SS	C	JFC	CP	Gaeta	MdP	Caserta	Salerno
Support Site (SS)	0	25	25	35	80	60	15	60
Capodichino (C)	25	0	30	25	85	35	25	45
JFC	25	30	0	20	60	30	50	60
Carney Park (CP)	35	25	20	0	70	40	45	65
Gaeta	80	85	60	70	0	80	85	110
Monte di Procida (MdP)	60	35	30	40	80	0	70	65
Caserta	15	25	50	45	85	70	0	60
Salerno	60	45	60	65	110	65	60	0

*** Driving times are approximate. Times vary depending on traffic conditions, weather, personal driving habits, etc. Times are provided to help you orient yourself to the Naples area.**



Economy Housing

HSC Registered Real Estate Agents

A complete list of registered and approved Real Estate Agencies may be obtained at the Housing Service Center or may be forwarded via email upon request.

The Housing Service Center will assist you to ...

- Complete a housing application (dd form 1746)
- Apply for a Codice Fiscale, the Italian equivalent of a Social Security Number (required for a lease agreement, phone, electrical service, etc.)
- View the current economy listings and choose homes you would like to see
- Maintain your Temporary Lodging Allowance (TLA) eligibility during the house hunting process
- Coordinate for showing tours. (These tours are required for TLA claim approval.)
- Sign a bi-lingual lease
- Establish and maintain utility services
- Negotiate Tenant / Landlord issues
- Contact your landlord for 24 hour emergency assistance

Economy Housing (continued)



Things To Consider

- Always keep security in mind while you are looking at homes.
- All units are inspected by a Housing Service Center inspector and must meet safety and security standards prior to your move in.
- Be aggressive in your search—TLA maximum authorization is 60 days for military and 90 days for civilian personnel. TLA Request between 31 -60 days require chain of command approval.
- Arrival TLA is authorized up to 60days, You *must* make a decision no later than day 30 of TLA to allow time for inspections, negotiations, electricity hook-up, delivery of furniture, and any other pre-occupancy requirements.

What do I want in a home?

A prioritized list of what you would like in a home will help simplify your search. As you develop the list, ask yourself, "Do I want...":

- A view?
- A yard?
- A house or an apartment?
- A garage?
- A landlord who allows pets?
- An Italian or an American neighborhood?
- Security features?
- A short commute time?
- Access to public transportation?
- Access to the school bus route?
- Close proximity to shopping?
- Close proximity to base services?
- Expenses within my housing allowances?

You are encouraged to complete the checklist on page 15 for every home you are considering.

Renter's Insurance

Renter's Insurance is STRONGLY ENCOURAGED for all residents. The landlord's insurance does not protect your belongings or your liability for accidents. If your possessions are damaged by a fire or severe weather, a renter's insurance policy will allow you to recover their value. The liability portion covers you in the event you accidentally damage or destroy your landlord's property.

Placing a Property on Hold

- **Regular Hold:** When you find a home you may put it on regular hold for two working days. This will give you an opportunity to weigh the pros and cons of the house. If you like, you can continue to look at other properties during this time. You may request to extend a regular hold for a total of four days.
- **Permanent Hold:** When you make your **final** decision you will need to put the house you have chosen on contract hold. If not already completed, housing will then schedule a safety and security inspection. Once the home meets the inspection standards a contract signing appointment will be scheduled for you and the landlord.

Note: Once you have a contract hold or pre-contract date, no more housing tours may be made otherwise; Keep looking until a "Housing Counselor" tells you to stop looking or you risk loss of TLA entitlements

Lease Signing

For the contract signing appointment you will need to have the equivalent of 2 months rent in Euro. One month must be in cash Euro and will be deposited in the General Service Fund to serve as a rental security deposit. The other month will be paid to the Landlord via the method determined during the lease negotiations.



Economy Housing (continued)

Security Tips

- Never leave your keys in the locks of your doors or shutters. Even though there is no outside keyhole, thieves are able to turn the key and open the lock.
- Always set your entire alarm when leaving the house and your perimeter alarm when at home.
- Use your intercom to verify the identity of anyone at your door/gate, prior to allowing them access to your home.
- Turn off your gas when leaving your home for an extended period of time.
- Demand validation the alarms work and have it shown to you at inspection.

Mold / Mildew Prevention

Damp weather and local home designs contribute to mold and mildew problems. To help prevent against mold and mildew, you should regularly ventilate your home during nice weather days and brief periods during the cooler months. You are also encouraged to open your bathroom window during and after all showers/baths. Small amounts of mold caused by excess humidity can be cleaned with a bleach and water solution. Excessive mold, or mold caused by water infiltration should be reported to the HSC. **** Proper ventilation in a structurally sound and quality home can prevent mold****

Internet

Throughout Italy, internet is available via "Residential Services.

You may also arrange for phone and Internet services via the **NEX Residential Services Office**. You may contact them for additional information at: 081-813-5321

Economy Housing (continued)

Loaner Furniture

Navy Housing provides the basic furniture you will need to set up housekeeping while you wait on your own household goods. You can also use this program for up to 90 days when you get ready to leave Italy to enable you to ship your household goods out earlier ensuring that they will be delivered to your next duty station by the time you arrive.

If you are interested in taking advantage of the Loaner Furniture program, visit the Housing Service Center to make the appropriate arrangements for delivery or pick-up. It is up to you to request it and make sure delivery and pick-up dates are accurate.

The Loaner Furniture program entitlement ceases upon the receipt of your household goods or 90 days (whichever comes first) and begins 60 days prior to departure. Requests to retain the loaner furnishings beyond the 90/60-day period should be made prior to the expiration and must be submitted in writing to the Naples Housing Director.

PFTF—Partial Full Tour Furnishings

If you are living on the economy, Navy Housing provides Partial Full Tour Furnishings (PFTF) for the entire length of your tour. Eligible military personnel, DoD civilians, and DoDDS teachers with a transportation agreement to Naples, Gaeta, and Rome areas are entitled to full issue of PFTF items. **Due to limited resources, the availability of PFTF may vary from time to time.**

Information on PFTF is available at the Housing Service Center. A counselor will assist you in determining your requirements. Your request will be processed at the time you sign your lease.

The following items are available for PFTF: Appliances (see page 17), one wardrobe per person, one hutch (two-door for single member's and three-door for member's with dependents), two transformers and one AFN box.

Condition Of Furniture & Appliances

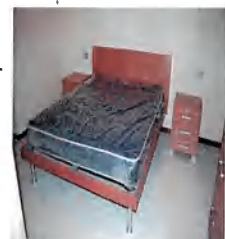
The Housing Service Center ensures that all loaner furniture and PFTF are delivered to you in a clean and serviceable condition. When you receive the furniture, be sure to note any obvious discrepancies. Your notes will be filed with the Housing Warehouse and you will not be charged for damages annotated. Remember to check everything before the delivery crew leaves your home.

Scheduling Appointments

Housing Warehouse appointments to include changes, such as those for Loaner Furniture and PFTF, cannot be scheduled over the phone. If you wish to schedule or re-schedule (change) any furnishings appointment you must visit any Housing Service Center or warehouse in person to complete the request. You must schedule your appointment at least three working days in advance. It is important to keep the appointment you've scheduled. Failure to maintain any Warehouse appointments (missing an appointment) as scheduled will cost you a \$60.00 fee before a new appointment is rescheduled. If you need to cancel an appointment, you must notify Housing Warehouse at least 24 hours in advance.

Delivery & pick-up

When loaner furniture and PFTF deliveries and pick-ups are initially scheduled by the housing counselor, only the date of service is specified. Later, the warehouse contractor will assign an AM or PM timeframe in order to better manage the workload by location. There are no exact appointment times for deliveries and pick-ups. If you'd like to find out if your appointment is scheduled for the AM or PM timeframe, you can call the housing warehouse between 1500 and 1600 the day before the appointment at: DSN 629-4242 or Commercial 081-811-4242. Delivery and Pick-up Timeframes - AM: 0800-1300 / PM: 1300-1800





Economy Housing F.A.Q.

Frequently Asked Questions

Q1. What is a Short Term Lease?

A1. A short term lease is a temporary lease signed with a hotel or individual owner for at least 30 days that gives the tenant the option to break the lease with a very short notice. Once signed, you will begin receiving OHA/LQA. Note: Most short term lease properties are fully furnished.

Q2. Do I need to obtain Renter's Insurance?

A2. All residents are strongly encouraged to obtain renter's Insurance. In the event you cause damage to your rental property and/or your personal property, you will need coverage to reimburse for repairs and/or replacement of items.

Q3. If I order the wrong size / style PFTF appliances do I have to pay to have the correct ones delivered? If I initially decide not to request all available PFTF appliances, may I later have them delivered?

A3. If the contractor is required to make a second delivery, for any reason, you will be charged a \$60 re-delivery fee. You may request delivery of PFTF after your initial lease signing, however if you have previously accepted delivery of any appliances, a re-delivery charge of \$60 will be charged.

Q4. Who can I contact if I have problems with my landlord and/or the utility companies?

A4. The Housing Service Center is staffed with bi-lingual referral counselors that are available to assist you with any issues you may encounter with your landlord and/or utility bills. You may stop by or call the HSC during normal working hours at DSN: 629-4466 - comm: 081-811-4466

Q5. Who can I contact if I have an "after hours" emergency and am not able to communicate with my Italian-only speaking landlord?

A5. You may contact the NSA Quarterdeck at DSN: 626-5547 - comm: 081-568-5547. The quarterdeck will contact the on-call housing counselor. NOTE: you will need to have your landlord's telephone number available for the housing counselor.

Q6. Can I use my American 110 volt items in my 220 volt economy rental outlets?

A6. American 110 volt items can be used by plugging them into the transformers provided as part of your PFTF. You are encouraged to check the voltage of the item and transformer prior to use.

Economy Housing Checklist

The following is provided to assist you in evaluating prospective living accommodations. All applicable items should be considered prior to a contract hold. You may want to make a copy of this checklist to use at each house you are seriously considering.

Distance, Traffic, and Automobiles

- ☐ Distance from work and base services
_____ minutes / _____ km
- ☐ Public transportation available
- ☐ Traffic patterns OK (weekdays/weekends/holidays)
- ☐ Adequate Parking
- ☐ Roads leading to the home OK - Your car will pass
- ☐ Roads large enough for a delivery truck
- ☐ Tolls roads

Children

- ☐ Located near a school bus route
- ☐ Play areas for children available

Pets

- ☐ Landlord allows pets
- ☐ Adequate room / yard space for my pets

Security

- ☐ Secure Area
- ☐ Garage adequate (access, size, locks, alarm)
- ☐ Street is well lit
- ☐ Neighbors nearby
- ☐ Doors and windows secure
- ☐ Alarm system "tested and working & easy to use"
- ☐ Gated area "Parco"

Costs and Fees

- ☐ Rent and utilities in correct price range
- ☐ Are there additional fees for condo, garbage, parking, etc.

Electricity, Telephone, Gas and Heating

Notes: ☐ Electric service is adequate: _____ KW - (6KW)

- ☐ advised)
- ☐ Electrical outlets located conveniently
- ☐ Sufficient number of electrical outlets
- ☐ Telephone and television jacks located conveniently
- ☐ Internet & phone service available
- ☐ Gas service is available — Circle Type:
Propane (AGIP) / City gas / Propane (Non-AGIP)

Space and Appliances

- ☐ The house has an acceptable square footage
- ☐ Adequate space for wardrobes
- ☐ Adequate space for the requested appliances
- ☐ Requested appliances will fit through doorways (Note: If you prefer larger American appliances, be sure the house is equipped to utilize before placing on "contract hold".)
- ☐ Hot and cold water available for washing machine
- ☐ Vent and gas connection within 2 feet of dryer location
- ☐ Electrical connection available for washer and dryer
- ☐ Gas and electric connection within 2 feet of stove
- ☐ Air conditioning adequate
- ☐ Air conditioner / heating combination units installed
- ☐ Ceiling fans installed

Miscellaneous

- ☐ Yard or garden require maintenance acceptable (consider who will perform the maintenance... self, contractor, LL)
- ☐ No evidence of mildew (look for *bubbling* or peeling paint)
- ☐ Windows open in a convenient manner
- ☐ Check out the neighborhood and surrounding premises:
Not located near a popular restaurant or club resulting in excessive loitering or noise
- ☐ Window screens
- ☐ Landlord availability & communication challenges
- ☐ Utilities on to effectively test / inspect property
- ☐ Fire and CO2 carbon detectors on each floor
- ☐ Bedroom escape ability when equipped with security bars

Measure the area where appliances are to be installed and ensure there is ample room for installation and functionality. Also, measure all doorways, staircases and tight spots that may prevent the appliance from being delivered. Keep in mind the height restrictions, doors that swing open, lids that raise, functionality, and ease of use. Note: If delivered appliances do not fit, you will be required to pay \$60 for re-delivery.

CAUTION

A home that is damp and cold when you look at it is often a warning sign of heating problems, and potential moisture / mold in the future. If the landlord will not maintain the property when vacant to include utilities and keep it within ready to rent standards with only a few days preparation time needed don't fall trap to promises of what they will do in the future since they let it get this bad to start with.



Checking Out of Economy Housing

Preparing for Check-Out

- You must begin preparing for your housing check out at least 30 days in advance.
- Schedule your household goods shipment with the Personal Property office at DSN 629-6778 in Naples or DSN 626-8351 in Gaeta.
- Contact the Housing Service Center (HSC) to schedule the first of three termination appointments.

Letter of Termination (1ST APPOINTMENT AT THE SUPPORT SITE HSC)

- Bring a copy of your PCS orders.
- The Housing counselor will prepare a letter of termination that you must mail to your landlord via Italian mail. He or she must receive the letter at least 15 days prior to termination. You are encouraged to mail this letter with a return signed receipt requested.
- You will receive a Certificate of Repossession that you and your landlord need to later sign.
- You will be told how much your final rental payment will be in Euro.
- The Housing Counselor will also arrange for loaner furniture to be delivered and picked up.

Inspection of Premise (2ND APPOINTMENT AT YOUR HOME)

- You and your landlord will inspect your home together.
- If no damages are found, your landlord will sign the Certificate of Repossession. This document is provided in both Italian and English. When signed, it releases you from your contract. This document **MUST** be presented to the HSC at your final clearance appointment. Tenants will not be released without written agreement by the landlord.

Final Clearance (FINAL APPOINTMENT AT SUPPORT SITE HSC)

- Bring the signed Certificate of Repossession. If the landlord did not sign the Certificate, he or she is required to come to this appointment.
- If damages are determined to be the result of your tenancy, you are liable for the repair costs. If the costs exceed the amount of your deposit you are responsible for the difference.
- Your counselor will terminate your contract and negotiate damage reparation. If you and your landlord cannot reach an agreement, the housing counselor will arrange for an inspection of the home.
- Shut off your electrical power, bring your final ENEL meter reading and all of your bills.
- Telecom contract will be terminated. Bring the Telecom bill with you to this appointment.
- Final utility consumption and damage costs, if any, can be deducted from your housing security deposit.
- The security deposit balance will be refunded to you in Euro.

Additional Information

- If you are using *city gas* you will be given a document for recording your final meter reading during your first appointment. This document must be taken to Napoletana Gas Co. on Via Chiaia (Housing provides maps). You will need the paid receipt during your final clearance appointment.
- Most contracts include water usage. If yours does not, the contract for your use is in your landlord's name. In this case the bill is calculated at the final appointment so you can reimburse your landlord.
- You will not be reimbursed for any fuel remaining in your bulk gas tank.

Outgoing TLA

Make your departure TLA reservations in advance. Military personnel must use the Navy Lodge. TLA entitlement is for **ten days** only, so please schedule carefully. You are not entitled to draw OHA for rent payments and TLA at the same time.

Appliance Specification List

The following is a list of appliances available through the Housing Warehouse. **Note** that styles, brands and sizes change frequently and we strongly recommend that you contact the warehouse for exact availability and sizes if space is limited in the home you are considering.

Large Gas Oven	Width 35" 89cm	Depth 25" 65cm	Height 33½" 84cm
Small Gas Oven	23½" 60cm	25" 65cm	33½" 85cm
Large Washer (hot and cold water needed)	27½" 70cm	31½" 80cm	43½" 110cm
Large Dryer (gas only) (vent required)	29" 74cm	31½" 80cm	43½" 110cm
Small Italian Washer*	23½" 60cm	19" 48cm	33" 84cm
Small Italian Dryer*	23½" 60cm	23" 58cm	33" 84cm
Microwave/Convection Oven	19" 48cm	22" 56cm	15" 38cm
Large Refrigerator** (American Style)	29½" 75cm	27½" 73cm	64½" 158cm
Small Refrigerator**	23" 58½cm	24" 61cm	66½" 171cm



Repair & Maintenance

The Warehouse provides repairs for issued Appliances. Please contact the Warehouse to schedule an appointment at DSN: 629-4242

* Washer / Dryer MAY NOT BE STACKED.

** When ordering a refrigerator, please specify right-hand or left-hand door swing.

If appliances do not fit or the wrong style or size is requested, a \$60 re-delivery fee will be charged to re-deliver the correct appliances.

If an appliance is not initially requested, and you decide at a later date that you wish to have that item as part of your PFTF, a \$60 delivery fee will be charged.



Allowances Overview

Ref: Joint Federal Travel Regulations (JFTR)

OHA

Overseas Housing Allowance (OHA) is paid in place of BAH for overseas assignments and is paid to military members who live in privately leased housing at their overseas duty station. Residents of government-leased housing do not draw OHA. OHA helps pay for your housing costs, including rent, utilities, and recurring maintenance expenses. OHA consists of two parts, the rent portion and the Utility and Recurring Maintenance (URM) portion.

The rent portion of OHA is computed on your actual rent up to a maximum based on your rank. The rental ceilings do not limit you. If your rent is above the ceiling, you pay the difference out of your base pay. If your rent is less than the ceiling, your allowance will only include the amount you actually pay.

The utility portion of OHA is added to the rent portion to help defer the utilities and recurring maintenance (URM) costs. You receive the entire amount of URM regardless of your actual utility costs. The Housing Service Center can give you details about applying for OHA. For a listing of the most current OHA rates and rent ceilings go to <https://www.defensetravel.dod.mil/site/ohaCalc.cfm>

The amount of OHA you receive fluctuates with the dollar/Euro exchange rate. The URM of your OHA is also adjusted as a result of an annual OHA Utility Survey.

Advance OHA

This entitlement is to pay your first month's rent and deposit. The HSC will provide you with the appropriate request form during your Pre-Contract or Letter-of-Intent signing. Your request will need to be signed by your Commanding Officer/Officer in Charge. PSD requires a minimum of 3 working days to process advance OHA requests.

MIHA

Move in Housing Allowance (MIHA) is a one-time payment to help you pay for items such as extra cabinets, wardrobes, utility deposits (except ADSL & Cable TV), electrical transformers and adapters, screens, and security systems — the things you need to make your privately-leased housing safe and comfortable. It is NOT paid to members who occupy government-leased quarters. MIHA rates fluctuate according to the Euro.

COLA

Cost of Living Allowance (COLA) is paid to all service members—regardless of whether you live in government or private housing and whether you are accompanied or unaccompanied—but the amount of COLA that you receive depends on your rank, length of service, and number of family members. It is paid when the cost of living in your area is higher than in the U.S. COLA helps to pay for things you buy on the economy that are more expensive than comparable items in the United States.

The COLA index is a percentage that represents the difference between the cost of a "market basket" of goods and services in your area versus the US. For example, a COLA index of 110 means that prices in your area is 10 percent higher than in CONUS. This does not translate into a 10 percent increase in your paycheck however; because the COLA is calculated on your average spendable income—total income minus such expenses as housing, utilities, taxes, and savings.

Important Note: Many of these allowances fluctuate as the dollar-Euro exchange rate fluctuates, therefore your paychecks will vary quite often. You should carefully check your leave and earnings statements to make certain an error hasn't occurred. Also, when planning your budget, do not count on a fixed dollar amount each paycheck. It is more prudent to plan on needing a certain amount of Euro each month.

You are advised to keep a notebook and enter every expenditure you make for your home, which is covered by your OHA and URM. That way, when it is time for the annual allowance surveys, you have accurate figures.

CIVILIAN ALLOWANCES

Information on Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) are available at the Department of State website (<http://www.state.gov/m/a/als/>).



DEPARTMENT OF THE NAVY

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

11103
N93
18 Sep 23

MEMORANDUM

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

Subj: ASBESTOS INFORMATION FOR HOUSING OCCUPANTS

1. This memorandum is to educate you and your family regarding asbestos. Asbestos is a commercial and legal term referring to a class of minerals that naturally form long, thin, very strong fibers. Asbestos is a naturally occurring mineral, made up of fine and durable fibers which are resistant to water, heat and fire, corrosion, and many chemicals. Asbestos occurs in the environment, both naturally and from the breakdown or disposal of old asbestos products.

2. Common products that may contain asbestos:

Because of its sturdy properties, asbestos was mined and used in making many products, including: insulation, fireproofing and acoustic materials, wallboard, plaster, cement, floor tiles, brake linings, and roofing shingles. Beginning in the 1970s, United States banned many uses of asbestos, but asbestos is still present in old materials and is still used in products such as automobile brakes and roofing materials.

3. Why to avoid disturbing asbestos:

Disturbing asbestos minerals or other asbestos-containing materials can release tiny asbestos fibers, too small to see, into the air. Workers and others who breathed asbestos fibers over many years have developed asbestos-related diseases, including asbestosis, pleural disease, lung cancer, and mesothelioma.

4. Protect yourself from exposure:

Leave undamaged materials alone. If you notice any area that may be damaged, stay away and cover the area, then report it to your landlord for repair. If you are in on base housing, please contact the trouble desk or housing office.

J. L. RANDAZZO

Asbestos in Your Environment: What You Can Do to Limit Exposure

Asbestos may be present in your environment because it can be released from natural deposits or asbestos-containing products. Breathing asbestos could harm you. Avoiding asbestos and keeping dust down are the best ways to keep from breathing asbestos.

What is asbestos?

Asbestos is a general name given to a group of six different minerals made up of fibers and occurring naturally in the environment. Asbestos minerals do not dissolve in water or evaporate. They resist heat and fire and cannot be broken down easily by chemicals or bacteria.

Where is asbestos in the environment?

- Asbestos is made up of tiny fibers, too small to be seen with the naked eye. Disturbing natural asbestos deposits or asbestos-containing consumer products can spread the asbestos throughout soils in an area and release the tiny asbestos fibers into the air.
- Asbestos forms naturally in certain types of rock and is more often found near fault zones. If rocks containing asbestos are at the ground surface, you might be able to see veins of asbestos in them. Asbestos might also be present in waste piles from old asbestos mining operations or in other products such as talc or vermiculite.



A geologist can tell if the rocks in an area are more likely to contain asbestos.

A laboratory can test samples of rock, soil, or other materials to see if they have asbestos in them.

- In the past, companies mined asbestos minerals to use in making many types of consumer products. Although most products no longer contain asbestos, it's still used in a few products in the United States and in some other countries. Asbestos is present in old asbestos-containing consumer products. As these old products break down due to age or improper disposal, asbestos fibers can be spread throughout the environment.



How can I be exposed to asbestos?



You might breathe in asbestos fibers if asbestos-containing products or rocks are disturbed in some way. In areas that have natural asbestos or low-level asbestos contamination of soil, you could be exposed by

- Digging or shoveling dirt or using a leaf blower
- Running, hiking, bicycling, or riding off-road vehicles on unpaved surface

You can also breathe in asbestos indoors if old asbestos materials are present or if someone has tracked asbestos into the house from outside.

What should I do if I suspect asbestos might be present in my home or environment?

- **Be concerned.** Breathing asbestos can cause cancer and other diseases. Current science indicates that breathing any type of asbestos at any level can increase the risk of disease.
- **Don't panic.** In most cases, asbestos-related diseases develop after many years of regular exposure to relatively high levels of asbestos. Years (sometimes decades) may pass before disease develops, if it ever does.
- **Take action.** Reducing possible asbestos exposure now will minimize your risk of developing any asbestos disease in the future.



How can I reduce asbestos exposure outside?

Cover up possible sources.



Wet the ground before gardening or playing.



Drive slowly on unpaved roads.



Support ordinances and regulations to reduce the level of construction dust.

Keep dust down.

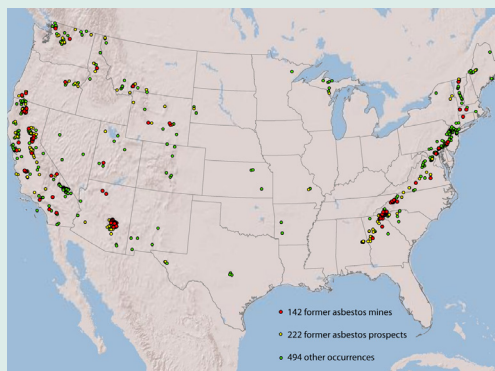


Use asbestos-free soil or landscape materials to cover gardens and yards that might have asbestos-containing rock or soil.



Pave walkways, driveways, or roadways that might have asbestos-containing rock or soil.

Plan your outdoor activities.



Learn if natural asbestos might be found in your area or areas you visit. The US Geological Survey has a national map of reported natural asbestos occurrences (<http://mrddata.usgs.gov/asbestos/>), and some states and counties have more-detailed maps of areas more likely to contain asbestos.



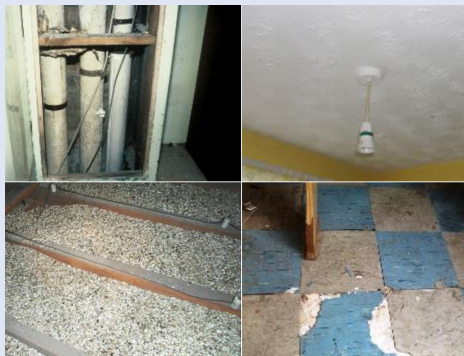
If asbestos might be present, stay on paved trails or areas with ground covering over the native soil.



Avoid old building sites or places with visible waste.

How can I reduce asbestos exposure inside?

Minimize possible sources.



Avoid touching or disturbing any possible asbestos-containing materials in your home. Pictures clockwise show examples of old pipe insulation, textured ceilings, damaged floor tiles, and vermiculite attic insulation.



Talk to your local or state environmental agency or an asbestos contractor about having asbestos-containing materials safely removed.

Prevent dirt and dust from entering your home.



Use doormats and remove shoes before entering.



Wipe your pets with a damp cloth.



Keep windows and doors closed on windy days and during nearby construction.

Clean properly.



Use a wet rag to dust, instead of a dry rag or duster.



Use a wet mop on non-carpeted floors.



Vacuum often using a vacuum with a high efficiency HEPA filter.



Use washable area rugs on your floors, and wash them regularly.



DEPARTMENT OF THE NAVY
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

11103
N93
18 Sep 23

MEMORANDUM

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

Subj: CARBON MONOXIDE INFORMATION FOR HOUSING OCCUPANTS

1. Carbon monoxide is invisible a colorless, odorless, and tasteless gas is a byproduct of burning organic fuels.

a. Sources:

- (1) Household appliances and equipment fueled with gas, oils, coal, kerosene, or wood.
- (2) Furnaces, water heaters, space heaters, cars, charcoal grills, lanterns, clothes dryers, ovens, fireplaces, lawn mowers, etc.

b. Symptoms:

- (1) Early symptoms often mimic the flu - headache, nausea, unclear thinking, shortness of breath, weakness, and loss of muscle control.
- (2) Severe symptoms include convulsions, unconsciousness, and possible death.

c. Prevention:

- (1) Install a carbon monoxide detector.
- (2) Check for proper ventilation.

J. L. RANDAZZO

This fact sheet answers the most frequently asked health questions (FAQs) about carbon monoxide. For more information, call the CDC Information Center at 1-800-232-4636. This fact sheet is one in a series of summaries about hazardous substances and their health effects. It is important you understand this information because this substance may harm you. The effects of exposure to any hazardous substance depend on the dose, the duration, how you are exposed, personal traits and habits, and whether other chemicals are present.

HIGHLIGHTS: All people are exposed to carbon monoxide at varying levels by breathing in air. Breathing in high amounts of carbon monoxide may be life-threatening. People with ongoing cardiovascular and/or respiratory disease may be particularly vulnerable to carbon monoxide. This chemical has been found in at least 12 of the 1,699 National Priorities List (NPL) sites identified by the Environmental Protection Agency (EPA).

What is carbon monoxide?

Carbon monoxide is a colorless, nonirritating, odorless, tasteless gas that is found in both indoor and outdoor air. It is made when carbon fuel is not burned completely and is produced from both human-made and natural sources. The most important human-made source is from exhaust of automobiles.

Carbon monoxide levels in indoor air vary depending on the presence of appliances such as kerosene and gas space heaters, furnaces, wood stoves, generators and other gasoline-powered equipment. Tobacco smoke also contributes to indoor air levels.

Industry uses carbon monoxide to manufacture compounds such as acetic anhydride, polycarbonates, acetic acid and polyketone.

What happens to carbon monoxide when it enters the environment?

- Carbon monoxide mainly enters the environment from natural sources and from the burning of fuel oils.
- It stays in the air for about 2 months.
- It is broken down in air by reacting with other chemicals and is changed into carbon dioxide.
- It is broken down in soil by microorganisms into carbon dioxide.
- It does not build up in plants or in the tissues of animals.

How might I be exposed to carbon monoxide?

- Breathing in gas from improperly installed/filtered stoves, furnaces, heaters and generators.
- Breathing air containing automobile exhaust.
- Breathing air containing cigarette smoke.
- Working in industries that burn gas and coal, working in smoke-filled places, or working in places where there are high amounts of vehicular exhaust.

How can carbon monoxide affect my health?

Exposure to high levels of carbon monoxide can be life-threatening. Carbon monoxide poisoning is the leading cause of death due to poisoning in the United States.

Headache, nausea, vomiting, dizziness, blurred vision, confusion, chest pain, weakness, heart failure, difficulty breathing, seizures and coma have been reported in people inhaling carbon monoxide. People who have heart or lung disease are more vulnerable to the toxic effects of carbon monoxide.

How likely is carbon monoxide to cause cancer?

The Department of Health and Human Services (DHHS), the International Agency for Research on Cancer (IARC), and the EPA have not classified carbon monoxide for human carcinogenicity.

Carbon Monoxide

CAS # 630-08-0

How can carbon monoxide affect children?

Breathing high levels of carbon monoxide during pregnancy can cause miscarriage. Breathing lower levels of carbon monoxide during pregnancy can lead to slower than normal mental development of your child.

In animal studies, exposure to carbon monoxide during pregnancy had effects on birth weight, the heart, the central nervous system, and development.

There is evidence that children who have asthma may be more vulnerable to respiratory effects associated with exposure to carbon monoxide.

How can families reduce the risk of exposure to carbon monoxide?

- Make sure appliances that burn natural gasoline, kerosene, or other fuels are properly installed and vented.
- Have appliances routinely maintained.
- Always follow the manufacturer's recommendations on installing and using these devices.
- Do not use portable propane heaters in enclosed indoor settings such as campers and tents.
- Do not let your car run idle for a long period of time in your garage.
- Carbon monoxide is a component of tobacco smoke. Avoid smoking in enclosed spaces like inside the home or car in order to limit exposure to children and other family members.
- Have carbon monoxide and smoke detectors installed in your home.

Is there a medical test to determine whether I've been exposed to carbon monoxide?

Medical devices called carbon monoxide-oximeters that are found in clinical laboratories or hospitals can estimate the level of carbon monoxide in blood by a simple test.

Has the federal government made recommendations to protect human health?

The EPA has established an environmental limit of 10 mg/m³ (9 parts per million by volume, ppmv) of carbon monoxide in air averaged over 8 hours and not to be exceeded more than once per year.

The Occupational Safety and Health Administration (OSHA) has set a legal limit of 55 mg/m³ (50 ppmv) for carbon monoxide in air for an 8-hour work day, 40 hour workweek.

References

Agency for Toxic Substances and Disease Registry (ATSDR). 2012. Toxicological Profile for Carbon Monoxide. Atlanta, GA: U.S. Department of Health and Human Services, Public Health Service.

Where can I get more information?

For more information, contact the Agency for Toxic Substances and Disease Registry, Division of Toxicology and Human Health Sciences, 1600 Clifton Road NE, Mailstop F-57, Atlanta, GA 30329-4027.

Phone: 1-800-232-4636

ToxFAQs™ Internet address via WWW is <http://www.atsdr.cdc.gov/toxfaqs/index.asp>.

ATSDR can tell you where to find occupational and environmental health clinics. Their specialists can recognize, evaluate, and treat illnesses resulting from exposure to hazardous substances. You can also contact your community or state health or environmental quality department if you have any more questions or concerns.



DEPARTMENT OF THE NAVY

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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FPO AE 09622-0001

11103
N93
18 Sep 23

MEMORANDUM

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

Subj: DANGERS FROM LEAD BASED PAINT

1. The threat of lead-based paint poisoning is minimal since this product has been banned from use for many years. This memorandum outlines simple measures to help you understand risk and to reduce the possibility of illness as a result of mishandling lead base paint. Please observe these precautions.

- a. Clean up all paint chips immediately.
- b. Make sure that children are not allowed to chew on painted surfaces or eat paint chips.
- c. Thoroughly rinse sponges and mop heads after using them to clean suspect areas. Wash children's hands often, especially before they eat, nap and at bedtime.
- d. Keep playing areas clean, wash toys and stuffed animals regularly.
- e. Do not allow children to play in or ingest dirt where old paint residue may exist.
- f. Clean and remove shoes before entering your home to avoid tracking in lead from the soil.
- g. Make sure children eat nutritious meals. Children with good diets absorb less lead.

2. If you live in base housing and find painting peeling from the interior or exterior surfaces of your housing unit, call the Housing Office at DSN: 314-626-4285/4286 or COMM: +39-081-811-4285/4286. If you live in off base housing, contact your Landlord for assistance.

J. L. RANDAZZO

Lead - ToxFAQs™

What is lead?

Lead is a metal found naturally in the earth's crust. It can be found in all parts of our environment, including air, water, and soil. Lead can combine with other chemicals to make different compounds.



Lead is used in the production of batteries, ammunition, and metal products (solder and pipes). Because of health concerns, the use of lead in paints, ceramic products, caulking, and pipe solder has been dramatically reduced. The use of lead as an additive to automobile gasoline was banned in 1996 in the United States.

What happens to lead in the environment?

- Lead is an element, so it does not break down.
- When lead is released into the air, it may be transported long distances before it lands and stays on the ground.
- Once on the ground, lead can often stick to soil particles.
- Lead in soil can get into groundwater, but the amount of lead that moves into groundwater will depend on the lead compound and soil type.

How can I be exposed to lead?

- Eating food or drinking water that contains lead.
- Drinking water from pipes that were soldered with lead can cause exposure.
- Spending time or living in homes with lead-based paints can result in exposure when the paint breaks down and forms dust, which can get on your hands, or into your mouth and nose and be swallowed.
- Spending time in areas where the soil is contaminated with lead.
- Working in a job where lead is used or participating in certain hobbies where lead is used, such as making stained glass.
- Using healthcare products from other countries, alternative treatments, or folk remedies.

Lead can cause health problems in almost every organ and system in your body.

How can lead affect my health?

The effects of lead are the same whether it enters the body by breathing it in or eating it. Lead can affect almost every organ and system in your body. The nervous system is the main target for lead poisoning in children and adults. Long-term exposure can result in decreased learning, memory, and attention, and weakness in fingers, wrists, or ankles. Lead exposure can cause anemia (low iron in the blood) and damage to the kidneys. It can also cause increases in blood pressure, particularly in middle-aged and older individuals. Exposure to high lead levels can severely damage the brain and kidneys and can cause death. In pregnant women, exposure to high levels of lead may cause a miscarriage. In men, it can cause damage to reproductive organs.

Lead

How can lead affect children?

Children are more vulnerable to lead poisoning than adults because their nervous system is still developing. Children can be exposed to lead in their environment and before birth from lead in their mother's body. At lower levels of exposure, lead can decrease mental development, especially learning, intelligence, and behavior. Physical growth may also be decreased. A child who swallows large amounts of lead may develop anemia, severe stomachache, muscle weakness, and brain damage. Exposure to lead during pregnancy can also result in premature births. Some effects of lead poisoning in a child may continue into adulthood.

Can lead cause cancer?

Several agencies and organizations both in the United States and internationally have reviewed studies and made an assessment about whether lead can cause cancer.

- The Department of Health and Human Services (HHS) has determined that lead and lead compounds are reasonably anticipated to be human carcinogens (causing cancer in people).
- The U.S. Environmental Protection Agency (EPA) has classified lead as a probable human carcinogen.
- The International Agency for Research on Cancer (IARC) has determined that inorganic lead is probably carcinogenic to humans, and that there is insufficient information to determine whether organic lead compounds will cause cancer in humans.

Can I get a medical test to check for lead?

A blood test is available to measure the amount of lead in your blood. Blood tests are commonly used to screen children for lead poisoning. Your doctor can draw blood samples and send them to appropriate laboratories for analysis. If you think you or anyone in your family has been exposed to lead, contact your doctor, nurse, or poison control center.

How can I protect my family from lead exposure?

- Avoid exposure to sources of lead.
- Do not allow children to chew or mouth surfaces that may have been painted with lead-based paint.
- If your home contains lead-based paint (built before 1978), or if you live in an area contaminated with lead, wash children's hands and faces often to remove lead dusts and soil, and regularly clean the house to remove lead dust and lead tracked in soil.
- Certain water pipes may contain lead, so if you know that pipes have lead solder, you should avoid drinking from that source.
- Check for lead in some products such as toys and jewelry and avoid such products.
- Lead is sometimes in candies imported from other countries or traditional home remedies; find out if yours has any lead and avoid using these products or giving them to children.
- You can learn more about preventing lead poisoning here: <https://www.cdc.gov/nceh/lead/faqs/lead-faqs.htm>

Want more information?

Call **CDC-INFO** at 1-800-232-4636, or submit your question online at <https://wwwn.cdc.gov/dcs/ContactUs/Form>

Go to ATSDR's [Toxicological Profile for Lead](#)

CDC Lead Poisoning Prevention Program <https://www.cdc.gov/nceh/lead/default.htm>

Environmental Protection Agency <https://www.epa.gov/lead/protect-your-family-exposures-lead>

Go to ATSDR's Toxic Substances Portal: <https://wwwn.cdc.gov/TSP/index.aspx>

If you have any more questions or concerns, you can also find & contact your ATSDR Regional Representative at http://www.atsdr.cdc.gov/DRO/dro_org.html





11103
N93
18 Sep 23

MEMORANDUM

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

Subj: MOLD AND MILDEW INFORMATION FOR HOUSING OCCUPANTS

1. This memorandum is provided to educate you and your family regarding mold and mildew and the risks in this region. Molds are part of the natural environment. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Molds have the potential to cause health problems because they produce allergens and irritants. Inhaling or touching mold or mold spores may cause allergic reactions in sensitive individuals.

2. European and Italian homes are typically built with reinforced concrete frames and brick walls. Walls and ceiling surfaces are finished with mortar/plaster and water based paint. As water based paint is not waterproof, plaster finishings tend to absorb and retain humidity. These areas can become damp or wet as a result of a water leak or condensation of vapors produced by appliance and normal household activities.

3. Controlling moisture is key to preventing mold and mildew growth. If possible, keep indoor humidity below 60 percent (ideally between 30 and 50 percent). If you see condensation or moisture collecting on windows, walls or pipes – act quickly to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity.

a. Reduce humidity by using air conditioners and/or de-humidifiers when needed. Run the bathroom fan or open the window when showering. Use exhaust fans or open windows whenever cooking or running the dishwasher.

b. Preventing condensation by increasing ventilation or air movement by opening doors and/or windows, when practical. Use fans or increase room/air temperature.

4. Acting quickly is key to preventing mold and mildew from growing. The longer it grows, the more damage it can cause.

a. Have your landlord fix leaks or other water problems as soon as possible

b. Scrub mold off hard surfaces like tiles, window panes and frames, and clean using bleach based detergent and water

c. Dry all items completely

5. If you have persistent mold and mildew contact your landlord for assistance in determining the root cause. If you live on base, contact the housing office.

J. L. RANDAZZO



DEPARTMENT OF THE NAVY
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11103
N93
18 Sep 23

MEMORANDUM

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

Subj: RADON INFORMATION FOR HOUSING OCCUPANTS

1. This memorandum is provided to educate you and your family regarding radon and the risks in this region. Radon is a radioactive gas produced by naturally occurring elements which are common in soils, rocks, and building materials throughout the world. Most radon is released into the outdoor atmosphere; however, it can enter your house through cracks or other openings in building foundations and may accumulate inside the home. In this case the concentration inside your house may be greater than the level outside your house.
2. Some radon levels measured in facilities at U.S. Naval Support Activity, Naples, Italy have exceeded the value recommended by the United States Environmental Protection Agency (EPA). A copy of the EPA's a Citizen's Guide to Radon publication can be found on the internet at <http://www.epa.gov/radon> and provides more details on the origin of radon and the risks of prolonged exposure. Elevated levels of radon do not mean that personnel located here will experience any significant health effects due to radon exposure. Risk is based on many factors including the level of exposure, years of exposure, lifestyle, and exposure to other chemical or physical hazards. The majority of us are only here for a relatively small portion of our lifetime, greatly reducing our overall health risk
3. It is important to note the EPA radon guideline levels are not enforceable either in the United States or here. Just as in the United States, the base has no authority to measure or mitigate off-base housing.
4. Natural ventilation is an effective measure you can use to reduce your risk by minimizing the levels of radon in your home. Periodically throughout the day, open two or more windows to create airflow across an area of your home. This is especially effective in basements and ground floors where radon enters the home and levels tend to be higher. Ventilation is also effective for controlling mold and mildew within your home.
5. Please contact the Housing Office at DSN: 314-629-4466 or COMM: +39-081-811-4466 if you have any questions or would like additional information regarding this issue.

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This fact sheet answers the most frequently asked health questions (FAQs) about radon. For more information, call the CDC Information Center at 1-800-232-4636. This fact sheet is one in a series of summaries about hazardous substances and their health effects. It is important you understand this information because this substance may harm you. The effects of exposure to any hazardous substance depend on the dose, the duration, how you are exposed, personal traits and habits, and whether other chemicals are present.

HIGHLIGHTS: Radon is an odorless, colorless, tasteless, naturally-occurring radioactive gas formed from the breakdown of uranium and thorium. Exposure to high levels results in an increased risk of lung cancer.

What is radon?

Radon is a naturally occurring, radioactive, noble gas that is odorless, colorless, and tasteless. It is formed as part of three radioactive decay chains that begin with uranium or thorium. These elements are found in small amounts in most rock, soil, and water. Each atom of uranium or thorium decays or transforms about a dozen times, each time expelling radiation and forming a different element with different radioactive properties. Radium and then radon are formed midway through these decay chains.

Since radon is a noble gas, it releases from any chemical bonds that attach it, and it may travel far enough to reach groundwater or the air.

Radon progeny is the term given to those radioactive atoms with short half-lives into which radon quickly decays. Air, soil, and water contain many atoms that are at various points in these decay chains. A sample of any one is expected to contain a mixture of these radioactive elements or radionuclides, including radon and radon progeny.

What happens to radon when it enters the environment?

- Radon gas released from rocks and soil can move to air, groundwater, and surface water.
- Radon-222 has a radioactive half-life of about 4 days; this means that one-half of a given amount of radon will decay to radon progeny every 4 days.
- Radon progeny are solid particles that can be trapped inside the earth or, if in the air when radon decays, can attach to dust and other particles and move with the air. Radon progeny that are attached to dust can be removed by air filters.

How might I be exposed to radon and radon progeny?

- Radon is normally found at very low levels in outdoor air.
- Radon progeny are often attached to dust; you are exposed to them primarily by breathing them in.
- Radon and radon progeny are normally found at higher levels in indoor air in homes, schools, and office buildings.
- Concrete construction materials or cracks in the basement or foundation of a home may allow higher levels of radon and radon progeny inside the home.
- Elevated levels of radon and radon progeny can be found in areas with elevated levels of uranium or thorium. This can include most any mining or milling operation involving metals or phosphates.
- Radon and radon progeny are normally found in surface and groundwater and are expected to be in drinking water from these sources. They are also found in drinking water from wells that contain radon. Radon in water can become airborne especially when the water is used for cooking or showering.

How can radon and radon progeny affect my health?

When radon or radon progeny undergo radioactive decay, some of the decays expel high-energy alpha particles, which are the main source of health concerns. The main isotope of health concern is radon-222 (²²²Rn).

Many scientists believe that the alpha radiation dose from long-term exposure to elevated levels of radon progeny

Radon

CAS # 10043-92-2 and 14859-67-7

in air increases your chance of getting lung cancer. Cigarette smoking greatly increases your chance of developing lung cancer if you are exposed to radon and radon progeny at the same levels as people who do not smoke.

How likely are radon and radon progeny to cause cancer?

The Department of Health and Human Services (DHHS), International Agency for Research on Cancer (IARC), and the Environmental Protection Agency (EPA) consider radon to be a human carcinogen. The greater your exposure to radon, especially if you smoke cigarettes, the greater your chance of developing lung cancer.

How can radon and radon progeny affect children?

Smaller lungs and faster breathing rates may result in higher radiation doses to the lungs of children relative to adults. However, limited information from children employed as miners in China do not provide evidence of increased susceptibility to the effects of exposure to radon.

How can families reduce the risk of exposure to radon and radon progeny?

Indoor radon and radon progeny levels can be reduced by methods that include sealing the pathways through which radon can enter a building and installing a ventilation system that routes air from underneath the building (either under the slab or in the crawl space) to outdoor air. For more information, contact your state radon office, a professional radon testing and mitigation firm, the National Environmental Health Association's National Radon Proficiency Program, or the National Radon Safety Board.

Is there a medical test to determine whether I've been exposed to radon and radon progeny?

Radon in human tissues is not detectable by routine medical testing. Some radon progeny can be detected in urine and in lung and bone tissue. These tests cannot tell how much radon you were exposed to, nor can they be used to predict whether you will develop harmful health effects. Radon exposure is estimated by measuring radon levels in the air.

Has the federal government made recommendations to protect human health?

The EPA recommends fixing your home if measured indoor levels of radon are 4 or more picocuries per liter of air (4 pCi/L). The EPA also notes that radon levels less than 4 pCi/L still pose a health risk and can be reduced in many cases. If indoor radon levels need to be reduced, the EPA recommends using a certified radon mitigation specialist to ensure that appropriate methods are used to reduce radon levels.

The Mine Safety and Health Administration (MSHA) has adopted an exposure limit of 4 Working Level Months (WLM) per year for people who work in mines (WLMs basically combine the concentration of radon progeny in mine air with length of exposure inside the mine).

References

Agency for Toxic Substances and Disease Registry (ATSDR). 2012. Toxicological Profile for Radon. Atlanta, GA: U.S. Department of Public Health and Human Services, Public Health Service.

Where can I get more information?

For more information, contact the Agency for Toxic Substances and Disease Registry, Division of Toxicology and Human Health Sciences, 1600 Clifton Road NE, Mailstop F-57, Atlanta, GA 30329-4027.

Phone: 1-800-232-4636 FAX: 770-488-4178.

ToxFAQs™ Internet address via WWW is <http://www.atsdr.cdc.gov/toxfaqs/index.asp>.

ATSDR can tell you where to find occupational and environmental health clinics. Their specialists can recognize, evaluate, and treat illnesses resulting from exposure to hazardous substances. You can also contact your community or state health or environmental quality department if you have any more questions or concerns.



DEPARTMENT OF THE NAVY

U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

11103
N93
18 Sep 23

MEMORANDUM

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

Subj: WINDOW FALL INFORMATION FOR HOUSING OCCUPANTS

1. Every year, more than 3,300 children younger than 18 years of age are treated in U.S. hospital emergency departments for injuries related to falls from windows. While most falls do not cause death, those that do usually occur from great heights or onto hard surfaces. Falls from windows cause more severe injuries and deaths than any other type of fall. Therefore, it is very important for parents to understand the risk of window falls and to take proper steps to help prevent them.

2. Prevention:

a. Window screens are not designed to stop a child from falling. A normal window screen is NOT enough to keep children safe.

b. Move all furniture away from windows. Children can climb on furniture to access windows that are otherwise out of reach.

c. Create soft landing surfaces such as bushes or plant beds under windows to help prevent serious injuries in case of a fall.

d. Make sure that older children understand the dangers of climbing out of or jumping from windows.

e. Young children should never be left at home unsupervised.

f. You may want to discuss installing window stops or window guards to prevent windows from opening more than 4 inches with your landlord

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"Window Falls In The Home"

Facts About Escape and Access

Studies (1) of child window falls find that over 5,000 children will fall from windows annually, with as many as 8 deaths per year expected, across the United States. The average age of the child who falls will be 5.1 years. The prevalence of falls can vary from community to community due to climate, seasonal weather patterns, and building type. The fire service most typically becomes involved in this issue when a child falls and is injured, requiring first responders to care for injuries. But involvement actually begins much earlier.

Child window falls occur most often from the windows of a residence, often where the child lives. This can be one or two family homes, or multi-family housing such as apartments. Injury-inducing falls most often occur from upper floor windows (most often 2nd or 3rd story) and death most often results when hard surfaces, such as concrete driveways, are below a window.

While these types of occupancies are regulated by the building and residential codes, the reach of these codes only involves the construction of a building until it is approved for occupancy. Inside these types of residences, the fire codes carry little to no capacity to monitor safety.

Fire departments may be called upon to comment on the installation of safety devices that can safeguard a window from a child falling. It is important to understand the position of the residential codes and the standards associated with child window fall prevention.

Any sleeping room in a residence is required to have two means of escape, typically a door and a window. Windows must meet a certain size requirement to serve as a means of emergency escape for occupants, or a means of emergency access by firefighters. These same windows cannot be secured in a way that will hinder occupants or firefighters' use during emergencies.



Building and residential codes elude to safety devices to help prevent child window falls, but ultimately refer to the American Society for Testing Materials (ASTM) to define what constitutes a safety device. ASTM Standard F2090 is titled "Standard Specification for Window Fall Prevention Devices with Emergency Escape (Egress) Release Mechanisms". ASTM F2090 provides criteria for several types of devices that can safeguard a window for fall prevention, AND meet the criteria for emergency escape and access. "Window Opening Control Devices" (WOCD) include window opening limiters, window guards, or safety screens. Each of these devices must be tested to ensure they meet the standard of operation and strength to be approved as WOCD's. They must also limit the space within an open window to less than 4 inches. This space is consistent with the protective factors built into stair balusters, crib rails, etc.



Approved WOCD's must operate on the same principle as other child safety devices, such as a child safety caps on pill bottles, and the child-resistant feature on a lighter. WOCD's must operate using two functions that require certain strength and dexterity, performed simultaneously, to release the device for occupant escape. These are tested to defeat the behavior in children age 5 and under, which studies (1) have shown is the most common age for child window falls.

Some fire service professionals have expressed belief that this puts a young child at risk in the event of a fire. However, it is important to consider that a child age 5 and under (the age at which the safety features are designed to protect) will not be able to safely exit a building from an upper floor without adult assistance. To do so on their own would very likely result in a fall that would injure or kill the escaping child. All safety issues involving young children involve the care and involvement of the adults charged with their care.

Important factors to ensure the safety of young children include:

- explaining the responsibility adults who care take young children carry in window safety and emergency escape
- the importance of working smoke alarms, which should give early warning and allow for escape from upper floors before occupants are trapped (with no option but an upper floor window for escape).



Some fire agencies have denounced WOCD's as a hindrance to occupant escape during a fire. It has also been stated that these devices might slow entry by firefighters during an emergency. A properly designed WOCD meets specific standards that do not impede access or escape. Other devices NOT meeting standards can be problematic.

The fire service carries a key role in educating the public about the balance between fire safety and child window safety. An understanding of these concepts could save a young life.



Source:

1. Using the National Electronic Injury Surveillance System (NEISS), emergency department (ED) data for pediatric injury cases associated with child window falls from 1990–2008 were reviewed. The review was conducted by the Center for Injury Research and Policy, The Research Institute at Nationwide Children's Hospital, Columbus, Ohio; and Department of Pediatrics and Medical Student Education, College of Medicine, The Ohio State University, Columbus, Ohio

Author:

Don Porth - Don is a firefighter who spent 31 years in the fire service, 27 with Portland (Oregon) Fire & Rescue. The majority of his career was spent as a fire and life safety specialist and educator. After retirement, he has worked on various fire and life safety projects as a technical consultant and education specialist which has led to involvement in life safety issues such as child window fall prevention. Don has participated in numerous local, regional, and national organizations and committees, including Vision 20/20 as a Technical Advisor. Contact Don at Don@PreventThink.com or 503-805-8482



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18 Sep 23

MEMORANDUM

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

To: Housing Occupants

Subj: ANTI-TIPPING INFORMATION FOR HOUSING OCCUPANTS FURNITURE

1. Furniture Tip-over Facts:

- a. In 2019, 11,521 children visited the emergency department for injuries from furniture or TV tip-overs. That's one child every 46 minutes.
- b. Furniture and TV tip-overs cause the most injuries for children younger than six years of age, with a peak at two years old. Young children are most likely to suffer concussion and closed head injuries.
- c. Desks, cabinets, and bookshelves tipping over lead to the greatest number of injuries to children ages 10-17 years. These older children usually suffer lower body injuries.

2. What causes furniture to tip-over:

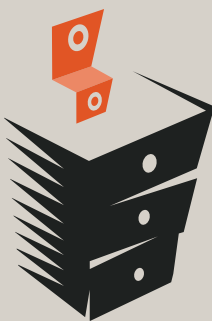
- a. Most injuries occur when unsecured furniture falls or tips-over.
- b. Many times a child pulls the furniture onto themselves.
- c. Most injuries occur to children younger than 7 years of age.

3. Prevention:

- a. Purchase furniture with wide legs or solid bases.
- b. Install drawer stops on all drawers to prevent them from being pulled out more than two-thirds of the way.
- c. Place heavy items close to the floor on shelves.
- d. Avoid putting attractive items, such as toys or the remote, on top of furniture.
- e. Wall mount flat screen TVs whenever possible.
- f. Tuck cords away so they can't be pulled on or become a tripping hazard.
- g. You may want to consider discussing installing safety straps/equipment with your landlord.

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Get On Top of It Before They Do!



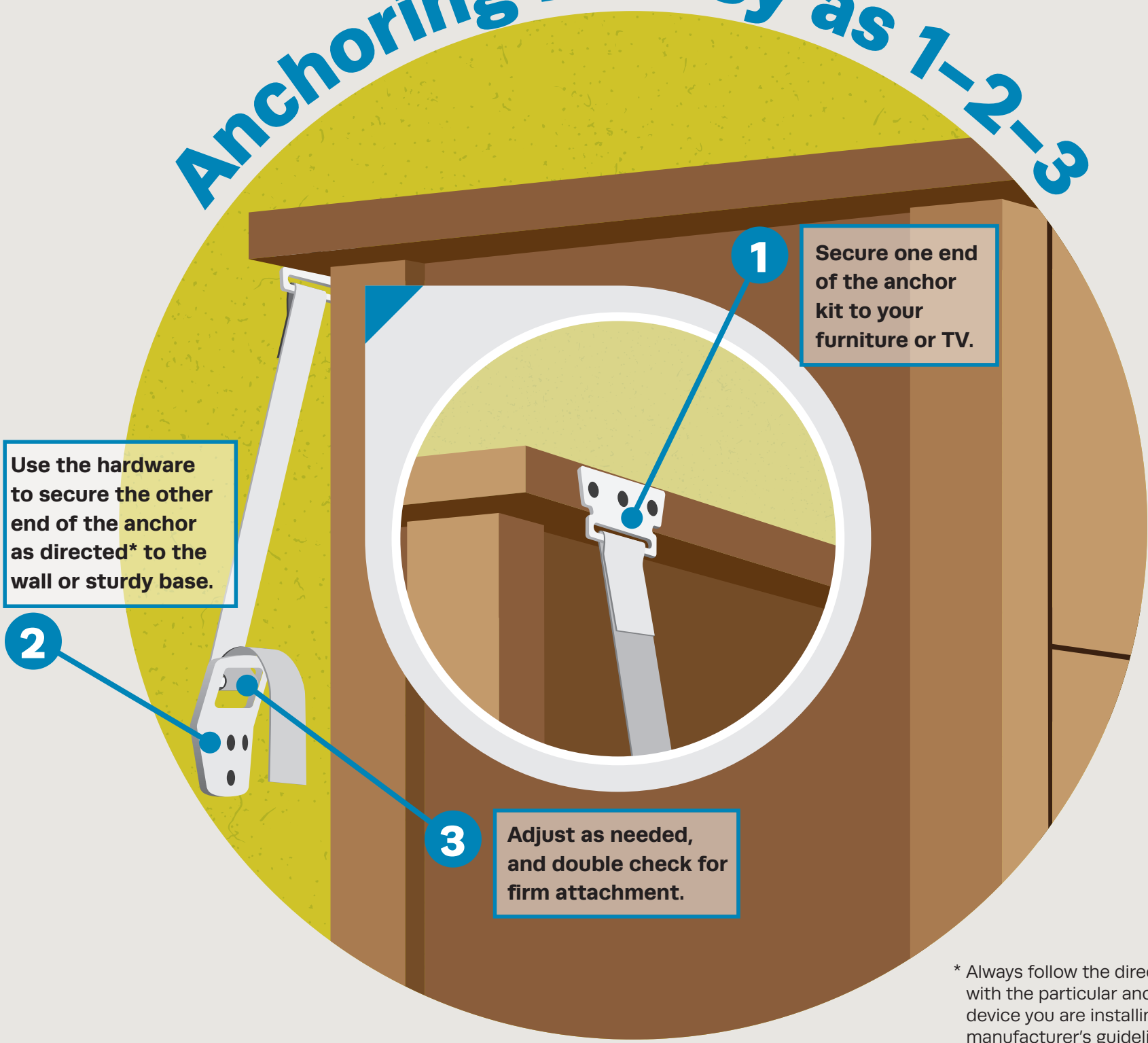
Anchor It!

Secure Furniture and TVs:
Protect Children

Every day children are injured from
tipped furniture & falling TVs.

It's easy, inexpensive, and only takes
a few minutes to save a child.

Anchoring is Easy as 1-2-3



* Always follow the directions included with the particular anchor or anti-tip device you are installing. Follow all manufacturer's guidelines for safety.

What You Need:

A variety of products are readily available to fit your budget and help secure items in your home, from wall- and furniture- mounted straps to anti-tip brackets.



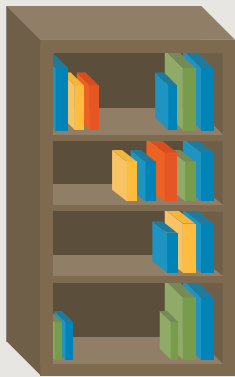
What Needs to Be Secure:



Dressers



TVs



Large Furniture