



European
Joint
Support Unit

Departures

Naples





DEPARTURE GUIDE

This Guide details **essential administrative actions to complete prior to your departure from JFCNP**. Detailed information is provided within parts 1 – 3 and there is a summary checklist of actions at Annex A.

The information contained in this booklet is given as guidance only and not meant to replace/amend direction contained within Service Regulations. Every possible care has been taken to ensure that all information contained is as accurate as possible, but you are reminded that you should study all relevant regulations carefully in conjunction with this booklet.

If you have any questions or would like more detailed information on any of the areas covered in this booklet, please contact the UKNSE Team.

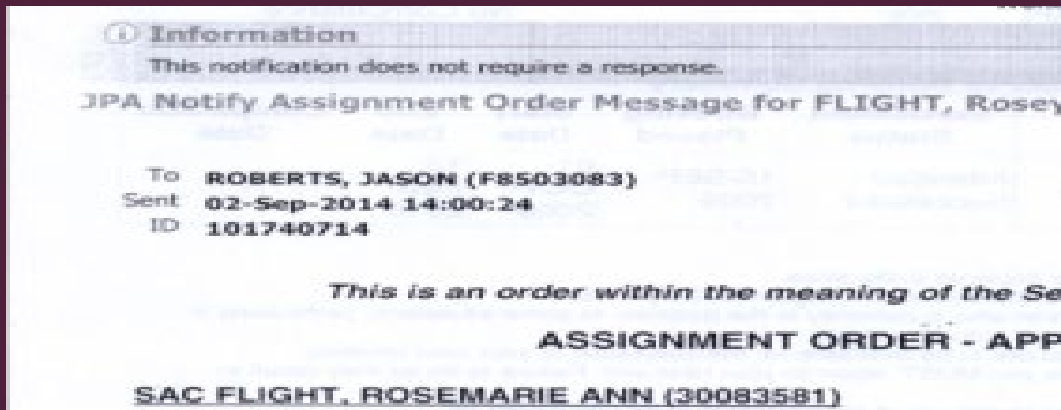
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Part 1 – Preparations for Departure

Assignment Order (AO)

•Once you have received formal notification in the form of an AO, you can start to prepare for your move from Naples. The ID number on the AO (example below) acts as the authority reference for all your logistical applications such as housing, removals etc.



•It is essential that you ensure your AO is correct: pay particular attention to the remarks column which details key information regarding entitlements, courses, links to job specs and next appraisal.

•As soon as your AO has appeared in your workflow, it is essential that you print a copy for your records as it will disappear, and you will not be able to retrieve it.

Clearance Certificate

All Service Personnel are required to clear from JFC Naples and the UKNSE:

NATO Personnel - collect a clearance certificate from J1 NATO and the UKNSE

NCIA Personnel - collect a clearance certificate from J1 NCIA and the UKNSE

UK Support Element Personnel - collect the UKNSE clearance certificate

The certificate/s are to be stamped and signed by the relevant sections, before being handed in prior to your departure.

Failure to complete the JFC Naples J1 clearance process will in all likelihood have a detrimental impact upon the arrivals process of your replacement. It will also result in the delay of travel authority, and jeopardise your seamless departure from Naples. The J1 process is quick and easy so **you are advised to complete this aspect early on.**



Accommodation

Accompanied Personnel

- It is your responsibility to apply for Service Families Accommodation (SFA) (if required) at your new Unit. Unless you have been advised otherwise, all SFA applications are to be completed online using MOD 1132 eForm. Once this has been completed it will go directly to the housing allocation team who will process and send you back offers of available SFA.
- The MOD 1132 eForm can only be accessed using a MODNet Terminal.

Single / Married Unaccompanied Service Personnel

- If you intend to occupy Single Living Accommodation (SLA) at your new Unit, you are to contact the relevant mess / housing office to confirm availability and to book your march in.

Transit accommodation – Italy

- If you require transit accommodation on departure, contact the CLO (Arrivals) or Chf Clk at the earliest opportunity. In the event that there is no transit accommodation available, a non-availability chit will be issued, and a hotel will be requested via HRG.

Transit accommodation – Next assignment

- If you require transit hotel accommodation prior to your march in at your new Unit, authority will need to be requested from EJSU Travel Cell (EJSU-J1-Travel-Mailbox@mod.gov.uk) using the EJSU Travel Application.
- JPA Expense Claims are to be submitted upon arrival at your new Unit using the type of claim 'Change of Assignment'.

1. Pre-March-Out Inspection / March Out

All personnel who are occupying service accommodation (SSLA & SSFA) are required to arrange a march out from their property. It is your responsibility to arrange a pre-march out/march out (detailed below) via Mr Dom Morrone, DIO Estate Manager, at domenico.morrone100@mod.gov.uk.

SSFA occupancy – Pre March-Out and March Out

SSLA occupancy – March Out only



Travel and Subsistence

Air – Accompanied Personnel

- Personnel who choose to fly accompanied to their next assignment are to submit a Travel Request form to the EJSU Shape Travel Cell along with a copy of your AO and confirmation of removals. EJSU Shape Travel Cell will then book flights and confirm any further entitlements

Air – Single / Unaccompanied Personnel

- Single Personnel who wish to fly to their next assignment are to submit a Travel Request form to the EJSU Shape Travel Cell along with a copy of your AO and confirmation of removals. EJSU Shape Travel Cell will either book flights or provide the authority to book flights via HRG and confirm any other entitlements.

Privately Arranged Passage (PAP)

- The aim of Privately Arranged Passage (PAP) is to provide assistance towards the travel costs incurred by Service Personnel and accompanying immediate family when they are required to make a duty journey on assignment but, for personal reasons, they choose to travel by other means than the officially recognised Air Travel option.
- If you choose to travel via road, you must gain prior authorisation by completing the relevant Annexes to JSP 752, Chapter 4, Section 8 and submit to EJSU Shape Travel Cell along with a copy of your AO and confirmation of your removals. EJSU Shape Travel Cell will then provide you with your authorisation and entitlements.
- Once you have made the journey, you can submit your JPA Expenses claim via your JPA Self-Service (a guide has been provided at Annex C).
- It is essential that you keep your receipts and a copy of your authorisation, should they be requested upon arrival at your new Unit. It is important you read the regulations with regards to what is covered under PAP.
- Please note that once you have departed Naples to embark on your journey to your new AO location you **WILL NOT** be entitled to claim hotels and subsistence en route.

Subsistence (UK)

- Once EJSU Shape have processed your Travel Application they will inform you of your entitlement to subsistence and the amount.



Private Arrangements Rate (PAR)

- PAR provides the choice to stay with relatives (excluding your spouse/civil partner), or friends, as an alternative to using hotel accommodation. PAR is paid at a flat 24-hour rate to compensate for expenses incurred during that period (i.e. all meals, accommodation costs (if any), a gift for the host). Where this claim is for family subsistence, only one PAR claim is permissible per night irrespective of the number of family members who travel together and irrespective of whether or not this includes a Service spouse or civil partner.
- Please note PAR has to be applied for using the EJSU Shape Travel Request prior to travelling.

Movement and Storage of Personal Effects

Aim

- To enable Service Personnel and accompanying members of immediate family to move and/or store their Personal Effects (PE) at public expense, within entitlement, when assigned to a new duty Station.

Furniture Movement Service (FMS)

- The FMS will be used for moves within the UK, NI, France, Germany, Holland, Belgium, Denmark, Luxembourg, Italy, Spain, Portugal and Norway. Normally only one consignment may be moved, and SP are not entitled to publicly funded storage. The FMS is available to:
 - Married accompanied personnel, those in civil partnerships, PStat Cat 2 personnel moving to or from SFA or equivalents and SP occupying overseas (not UK) SFA by virtue of their appointment (but not unaccompanied personnel moving into surplus SFA or misappropriated SFA or SFA).
 - Married accompanied personnel, those in civil partnerships and PStat Cat 2 personnel moving to or from privately owned/rented unfurnished accommodation.
 - Single homeowners or householders moving between privately owned or rented accommodation (or SFA by virtue of their appointment). Such moves must be to a Residence at Work Address (RWA). FMS is not available for moves to or from SLA or equivalents.
 - Personnel moving from an FMS country to a non-FMS country must use the Removal Service Overseas (RSO) with the remainder of their PE placed in storage in the UK.



Self-Pack Service (SPS)

The SPS is primarily intended for use by single non-homeowners and unaccompanied personnel, moving to or from an RWA in the UK or overseas and consists of one consignment only.

- Married accompanied personnel moving in advance of their immediate family may use SPS in conjunction with the RSO or FMS, however the volume moved under SPS will count towards the overall entitlement. The SPS can also be used in conjunction with RSO to minimise the inconvenience of long transit times.

- Married unaccompanied personnel assigned to a new overseas duty station, where they will be joined by their family, may use the SPS but this will form part of the overall RSO/FMS PE entitlement for the family.

Under the SPS, personnel are responsible for obtaining packing materials from Unit supply, and for the packing and unpacking of their PE. The Contractor, or military supply system where appropriate, will arrange transportation.

Self-Pack Service Allowance

The PE scale for personnel moving under the Self- Pack Service is 6 CuM (1078Kg) for within, to and from UK and NEW. For ROW, it is in accordance with the below table.

Allowances (All Ranks) (Unaccompanied)		
Type of Accommodation	Allowance	Rank
2 room entitlement	4.10 CuM (738Kg)	OF3 and above
1 or shared room entitlement	2.85 CuM (513Kg)	OF2 and below

Agility Removals

Once you have received formal allocation of your accommodation, you can apply for removals via the Agility Logistics website (this can be accessed from a personal computer via Google). Once you have completed the online application, it will produce a form that you will need to bring into the UKNSE to be signed off by Head NSE. Once it has been signed, it will then be scanned and sent to the removal company on your behalf. Any further correspondence will be between you and the removal company directly.

NATO IDs and Car Passes

NATO ID and car passes for both Service Personnel and their dependants should be returned to the JFC Pass & Permits Office as part of the clearance procedure: they are **not** to be handed into the UKNSE.



Section 2 – Pay and Allowances

Pre-departure

Relocation Leave

Relocation Leave is an authorised period of absence granted to Service Personnel on assignment between or within theatres, or from one overseas location to another overseas location. In accordance with JSP 760 (Chapter 3), you will be awarded 10 days which will be added to your JPA by your Unit HR. The leave is to be taken as soon as practicable and, in any event, not more than 6 months after the date of relocation. Relocation Leave **does not** attract LOA.

Disturbance Expense

Disturbance Expense (DE) is to contribute towards the necessary additional expenses that may arise when the Services require their personnel to make a qualifying move to or from an RWA on permanent assignment. You are entitled to apply for DE 45 days prior to your AO date via your JPA Self Service.

Advance of Pay

If you require an advance of pay, you can apply for up to 4 months' net pay which is repaid over a 12-month period. You are to complete a JPA Form E004 (Application for an Advance of Pay / Early Payment in Cash) and hand into your Unit HR staff for action.

Inter-Assignment Leave between 2 Overseas Assignments

A Service person granted leave in the UK between **2 permanent overseas** assignments is entitled to be conveyed at public expense to the UK (or ROI) qualifying address. A Service person who is permitted by their CO to take inter-assignment leave in a country other than the UK may travel at their own expense and reclaim the cost, up to the cost of passage to and from the UK under official arrangements.

All applications are to be submitted to the EJSU Shape Travel Cell for authorisation and booking.

Section 3 – Useful / Important Information

Reports

Prior to departure, you must ensure that you have received your OJAR/SJAR.

National Insurance Credits for Spouses

Wives, husbands or civil partners of Her Majesty's forces who are on an accompanied assignment outside the UK, are awarded National Insurance Credits when they are with their spouse or partner on such an assignment.



To apply for National Insurance Credits go to

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373954/modca1.pdf

You should not apply for National Insurance credits more than four months before the confirmed end date of your accompanied assignment outside the UK and no later than the end of the tax year after the end of the assignment. **Only** the Head of UKNSE can sign off the application form as the Naples Welfare Officer.

Bank Account

All personnel who have an Italian bank account are required to close this account prior to departure. If your pay is currently being split into an Italian account, it is your responsibility to inform the UKNSE of a date of which it is to be ceased.

Telephone/Internet Contracts

All personnel (if applicable) are to close their telephone contract using Families Centre facility (MWA building). A minimum of two weeks notice is required to close the account and generate a spot bill which you will need to pay before departure although it is recommended to start sooner rather than later. It is strongly recommended that you obtain written confirmation from the Families Centre of notice to close the account and proof of final settlement.

JPA Emergency Contact Details

All personnel are reminded of the requirement to keep 'Emergency Contact' and 'Additional Nominee' details up to date for both themselves and their spouse: failure to do so may lead to critical and unnecessary delays in contacting relatives should the need arise. Details can easily be amended by the individual by navigating through JPA screens 'JPA Self Service Employee/Personal Information/Emergency Contact & Additional Nominee'. Whilst this remains a self-service responsibility, the UKNSE continues to provide guidance should any further assistance be required.

Continuity of Education Allowance (CEA) Eligibility Certificate (EC)

All personnel who are in receipt of CEA are reminded to apply for a new EC in preparation for their departure. Once you have departed Naples, your CEA records will be sent to your new unit on your behalf.

De-Registration of Vehicles

If you have a vehicle or vehicles registered with the Motor Vehicle Registration Office (MVRO), it is your responsibility to ensure you have informed MVRO of your intentions. Information is available on the MVRO website at https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/security_n3at/motor_vehicle_registration/registration.html including on scrapping and selling your vehicle (AFI-AFI transfer).



For information on driving to your next assignment, see the *Shipping Out and Driving Out* factsheet at Annex B. This is also available on the MVRO website (using the link above).

Once you have completed your appointment at MVRO, you are to ensure they have stamped and signed your clearance certificate.

Registration of vehicle/s on return to the UK

For up-to-date guidance on registering your vehicle/s on return to the UK, e-mail EJSU-VehReg@mod.gov.uk. Please note that it can take a number of weeks for this process to be completed, once in the UK so it is important that you read the guidance available in advance of your return, to plan your movements accordingly.

Armed Forces Identification Card – MOD 90

All Service Personnel should be in possession of an MOD 90, and it is your own personal responsibility to ensure that this is in date. New applications can be made via the UKNSE on JPA Form FIdent 1024.

HM Forces Railcard

Service Personnel wishing to apply for HM Forces Railcard for themselves and their dependants for use on their return to the UK can do so by using application forms held by the UKNSE.

Mail Re-Direction

Service Personnel should inform the British Forces Post Office of their forthcoming departure including a forwarding address for any future mail received in Naples.

British Forces Clinic

Service Personnel should ensure that prior to their departure, they have informed the British Forces Clinic and have sufficient prescription medicine (if required) for either themselves or their dependants, during their return journey to the UK, including any periods of leave.



Annex A – Departures Checklist

Below is a checklist summarising necessary actions for your departure from JFCNP. It is important to note that this checklist is produced as a generic guide where individual circumstances are not considered.

Ser	Action	Page no.	Comments	Tick
1	Assignment Order received on JPA - print copy		JPA Self-Service	
2	Request Clearance Certificate		JFC / NCIA / NSE	
3	Apply for Service Accommodation: - SLA – Arrange via new unit - SFA – Apply using MOD 1132 e-form		https://e1132.domis-r.r.mil.uk/	
4	Book transit accommodation (if required) – Italy		CLO Arrivals / Chf Clk	
5	Book transit accommodation (if required) – UK		EJSU Shape Travel Cell	
6	Book pre-march out (SFA only)		Dom Morrone, Estate Warden	
7	Book march out (SFA and SLA)		Dom Morrone, Estate Warden	
8	Apply for PAP (if required)		EJSU Shape Travel Cell	
9	Apply for flights (if required)		EJSU Shape Travel Cell	
10	Apply for removals		https://grms.agilitylogistics.com/external/agilityLoginLoad.do?section=WELCOME	
11	Apply for DE (can be applied for from 45 days prior to your AO date)		JPA Self - Service	
12	Apply for Advance of Pay (if required)		UKNSE	
13	Apply for inter-assignment accommodation and subsistence (if applicable)		EJSU Shape Travel Cell	
14	Ensure you have your OJAR/SJAR			
15	Apply for NI credits for spouse (no more than 4 months before the end of your assignment date at JFCNP)		https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373954/mo_dca1.pdf	
16	Close Italian bank account (if applicable)		Banco Di Napoli	
17	Split Pay (if applicable)		UKNSE	
18	Close telephone/internet account (if applicable)		MWA Families Centre	
19	Apply for new CEA EC (if required)		JPA Self - Service	
20	De-register vehicle/s from MVRO		MVRO	
21	Request guidance on registering vehicle/s in the UK		EJSU-VehReg@mod.gov.uk	
22	Apply for MOD 90 (if expired)		NSE Co-Ord	
23	Apply for / renew HM Forces Railcard		NSE Co-Ord	
24	Complete Mail Re-Direction Form		BFPO	
25	Inform BFC of departure date		BFC	
26	Hand in passes (vehicle and dependants)		Pass and Permits Office	
27	Hand in Clearance Certificate		UKNSE	
28	Complete Departure Feedback Form		Chf Clk	



Annex B – Driving to Next Assignment (MVRO fact sheet)

If you are driving your vehicle to your next duty assignment, please ensure you schedule an appointment with the MVRO at Support Site for shortly before your departure and bring:

- Your current AFI vehicle registration
- Your Italian cover plates (plates must be cleaned prior to your visit). If one or both of your Italian license plates is/are missing, you are required to make a denouncement with the Carabinieri, and the original must be brought to MVRO.
- A copy of your orders
- Your Paper Gas Ration Card (held at the MWA Tobacco and Gas Store).

MVRO will provide you will the following:

- A new AFI Vehicle Registration Document which will expire 15 days after your departure from Naples. Where necessary you should ask for the expiry date to be extended to 30-days.
- Plastic license plates with your AFI Registration number
- Temporary Plate authorisation (for possession of the plastic plates)

Once you arrive at your new duty station you must:

- Fax, digitally send, or mail a copy of your new registration documents. This proof is required so we can clear Italian Customs and remove your vehicle from the MVRO registry

Important facts you need to know:

- Fill your car with fuel using your FORAX Card prior to de-registering your vehicle; once de-registered, your privilege to tax-free fuel will end.
- You may be required to pay exportation fees and Value Added Tax (33% of the market value of the vehicle) if you are exporting your vehicle >90 days prior to your end of tour date.
- Italian Customs only authorises the exportation of VAT free vehicles when it is in conjunction with your end of tour date.

MVRO contact details:

Telephone: 081 811 6876

Fax: 081 811 6881

Email: mvronaples@eu.navy.mil

Website:

https://www.cnic.navy.mil/regions/cnreura/cent/installations/nsa_naples/about/departments/security_n3at/motor_vehicle_registration/contact_hours.html



Annex C – Privately Arranged Passage (PAP) Claim Guide

- Log into your JPA Self Service – Expenses.
- Create new expense claim.
- Type of claim – Change of Assignment
- Authority – AO ID Number / EJSU Shape Travel Reference
- UIN – If you have been arrived at your new Unit, you will need to ensure the UIN is against your previous unit.
- Privately Arranged Passage (PAP)
 - If you have been given authority for PAP, you will need to select the expense type as Privately Arranged Passage. You will then need to enter your capped rate (if you have exceeded your amount) or your receipted actuals.
- Motor Mileage Allowance (MMA)
 - MMA is added to the PAP quote for the theoretical airport journeys on either side (mileage confirmed by EJSU Shape Travel Cell).
- Subsistence Expense
If you have been authorised to claim for a hotel and food this will come under Subsistence Expense:
 - Day Subsistence – Enter total food amount (actuals or capped at £25.00 per person per 24-hour period).
 - Night Subsistence – Enter total hotel amount (actuals or capped rate).
- Privately Arranged Rate (PAR)
PAR is where you have stayed with family or friends (prior authorisation gained from EJSU).



Annex D – Departure Feedback Form

The UKNSE is continually striving to improve its services not only to Service Personnel but the community as a whole. Please would you kindly circle the relevant boxes below to indicate the relevance and effectiveness of the activities below. On completion please pass to Chf Clerk. Thank you for your assistance.

1 = Inadequate; 2 = Poor; 3 = Satisfactory; 4 = Good; 5 = Excellent

General	1	2	3	4	5	Comment
Departure email						
Comms with Departure Clerk						
Departure Booklet	1	2	3	4	5	Comment
Assignment Order						
Accommodation						
Travel Arrangements						
Removals						
Clearance Certificate						
Pay & Allowances						
Vehicles						
Miscellaneous						
Departure Annexes	1	2	3	4	5	Comment
Check List						
MVRO Fact Sheet						
PAP Guide						
If you have any comments or suggestions, please use the space below to list them.						