



European
Joint
Support Unit

In-Processing

Poggio



The below timeline is to be used as a generic template for your arrivals process, it is possible that your arrivals may take up to a month.

ON ARRIVAL

Accommodation

Assuming your accommodation is ready for you on arrival in Ferrara; DIO Accom Manager, Davina, will conduct the initial march-in to your property and explain all the relevant information and DIO processes as required.

Sponsor Duties

Your sponsor will help you to familiarise yourself with Ferrara, this can include a tour of surrounding area, supermarkets & other shops/shopping malls, local markets, restaurants, public transport routes etc. You will also visit the key local facilities including the doctor's surgery, dentist, hospitals and police station. The CLO is available to assist you and your family with first introduction to schools if required.

NSE ARRIVALS

You will visit the team at the National Support Element (NSE) who will take you through the arrivals process and get you started on the following tasks:

- You will be provided a detailed admin brief and complete necessary arrivals paperwork.
- J1 will ensure allowances are annotated correctly and assist in completing any expenses claims on JPA
- Arrange appointments with HNLO to complete national/local requirements.
- Arrange an appointment to meet with DIO Accom Manager to discuss march-in if this has not already been completed.

Please bring the following documents to the NSE:

- Passport(s) including spouse and children
- RAF Mod 90
- National Insurance Number
- Copy of Assignment Order
- Copy of NATO Security Clearance
- UK Driving License
- V5 Log Book

You will also need to apply for an FMT600 on arrival, therefore please bring the following completed documents:

- Certificate of European Matrix Test
- License Summary PDF

HOST NATION ARRIVALS

Codice Fiscale

The 'Codice Fiscale' is the tax code in Italy, similar to the National Insurance Number issued in the United Kingdom. It is an alphanumeric code of 16 characters. The code serves to unambiguously identify individuals residing in Italy irrespective of residency status.

You'll need a fiscal code for the following tasks:

Opening a bank or postal account

Buying and registering a vehicle in Italy

Signing contracts with utility companies (Internet, Phones and Tele Pass etc.)

The first step for you and your family is to register for your Codice Fiscale at the "Agenzia delle Entrate" in Ferrara. It is essential you take your passport(s) with you. You will be given a 'temporary' Codice Fiscale; you must keep this safe until your permanent card arrives in the post.

Italian SIM Card

You must wait at least 24 hours after the allocation of the Codice Fiscale to sign a contract for an Italian SIM card and Internet. Setting up a direct debit with the Phone Company at this point is not necessarily required; you can wait until you have opened an Italian bank account to set this up.

HNLO will be able to recommend a phone provider and book an appointment for you if required.

You are required to bring your Passport(s), your Codice Fiscale and Bank account direct debit details (IBAN and BIC) or a multi-currency bank card that can pay for at least the initial month of phone bills.

Bank Account

In order to enter contracts with phone/internet companies and Tele Pass (automatic toll road payment), an Italian bank account is required to start a direct debit.

You are required to bring your Passport(s), Codice Fiscale, UK Address and UK National Insurance number and your Italian mobile number.

Once you have opened an Italian bank account you will be able to split your pay between your UK and Italian accounts. This can be actioned in JPA and you will also need to confirm which bank you want any expense claims to be paid into (UK in £ or Italian in €). Salary payments into your Italian bank account are made at the GAR rate.

Please note: Your Bank Accounts will be checked on arrival to ensure that you meet the criteria set out in JSP 754 for Split Net Pay.

Italian Internet

You are required to bring your Passport(s), your Codice Fiscale and Bank account direct debit details: IBAN and BIC.

POGGIO RENATICO (PR) ARRIVALS

Via Ponte Rosso 1, 44028, Poggio Renatico (FE)

Day to day working dress is PCS, however uniform is not to be worn off base. Please travel in civilian clothing and you will change into uniform when you arrive.

The following documents are required to gain entry to base:

Passport
RAF MOD 90
UK Driving License
Car Registration (V5)

DACCC In-Processing

Please note that in-processing can be a lengthy process, especially if you arrive in the summer months.

Personnel and Admin (PandA) in building Lotto 3, Room 80

You'll receive your NATO ID and further arrivals paperwork. The following documents are required:

Passport
Passport(s) of Spouse/Children
Military ID
Assignment Order
NATO Security Clearance Certificate

Here you will be provided with your in-processing signature sheet. You are required to take this with you to all further appointments for the necessary signatures.

Security Office (Lotto 3, Room 77).

You are required to bring your NATO Security Clearance Certificate.

After completing the fire and security briefings, you will receive the DACCC Security Key Card and the paperwork for your PR Base Pass and Vehicle Pass.

CIS (Lotto 3, Room 76)

Receive INFOSEC briefing to create your NS and PAN user accounts.

Training and Exercise (Trex) (Lotto 3)

Book onto the DACCC Induction Day. The induction day will provide you with DACCC specific briefs including information about NATO travel, courses and available welfare systems.

Budget and Finance (BudFin) (Lotto 3 Room 81)

Complete and hand in the 'HQ AIRCOM FinS Data Sheet'.

HN Security Office (2nd floor, above the Café).

Hand in completed PR Personnel Base Pass and Vehicle Pass; passes will be created within 24 hours.

Morale and Welfare Activities (MWA)

Hand in paperwork to request your ration card.

The MWA ration card enables you to buy items in the on-base tax free store; including wine, spirits, perfumes and cosmetics. They offer easy access to sports clubs (cycling, running, golf, skiing and tennis) and they organise recreational events such as Christmas and Spring Parties, along with Families and International Days. On top of this they book historic and cultural tours which ensure that you have experience a broad range of vineyards and restaurants in the local area. Additionally, with the assistance of the MWA, you may claim tax back from other shops, such as Ikea and Media World. The MWA have a long list of approved stores including furniture, clothing,

Book Arrivals Interviews with your chain of command.

DARS ARRIVALS

Once you have completed DACCC in-processing, visit Ops Support to receive the DARS in-processing form.

DAOC ARRIVALS

Follow the instructions from your sponsor for any further in-processing tasks.