

# NMPS NAPLES REPORTING INSTRUCTIONS

**You are responsible for the content of this instruction.**

## BEFORE YOU LEAVE

1. **REPLY:** Reply to this message when you have read and understood these instructions.
  - \_\_\_ Confirm your estimated arrival date and travel itinerary by contacting NMPS at DSN 314-626-5825 (or) commercial 011-39-081-568-5825 (or) via email at josemarcelo.baqueroa@eu.navy.mil.
  - \_\_\_ Report cancellation or modification on your orders, or contact us to clarify any of your concerns.
  
2. **SECURITY CLEARANCE:** If required for the performance of your duties, it *must be updated prior to your arrival*. If any of the below items is missing, **you will be sent home by your gaining activity**. Make sure the Security Manager at the NOSC complies with the following items below.
  - \_\_\_ Clearance can **only** be sent by your Reserve Center through JPAS to the security manager at your gaining command using the gaining command's SMO code.
  - \_\_\_ The JPAS section marked ACCESSES, must be updated with **US ACCESS ADJUDICATED** (SECRET, TOP SECRET, SCI).
  - \_\_\_ Ensure you have a Non-Disclosure Agreement signed and indicated in the system as **YES** next to the NDA. **NOTE: Hand carried security clearance is invalid.**
  
3. **PAPERWORK:** Bring the following documents to the NMPS:
  - \_\_\_ One copy of your **Orders**
  - \_\_\_ One copy of your **travel itinerary**.
  - \_\_\_ One current, signed copy of your Dependency Application/Record of Emergency Date (**Page 2**).
  - \_\_\_ One copy of your lease/mortgage to support payment of Basic Allowance for Housing (BAH).
  - \_\_\_ Copy of AT/FP completion certificate [www.at-awareness.org](http://www.at-awareness.org) (Password: aware).
  
4. **IDENTIFICATION:**
  - \_\_\_ Military ID – ensure that yours is valid, and does not expire, during your tour of active duty.
  - \_\_\_ Driver's License – you will need a valid US license to rent a car and drive in EU.
  - \_\_\_ Passport – required in some EU countries, reduces travel complications.
  - \_\_\_ International Driver's License – required in some EU countries, can be obtained at AAA.
  
5. **CREDIT CARD:** Credit should be able to cover initial lodging, meals and other expenses.
  - \_\_\_ **Government credit card** (enable you to use "split-pay")
  - \_\_\_ You must arrange for your Command to **activate and set your credit limit** before you depart
  - \_\_\_ **Personal credit card** (split pay is not available), ensure you have adequate credit.
  
6. **UNIFORMS: Uniforms are NOT to be worn off the base**
  - \_\_\_ E1 – E6: Service Dress Uniform appropriate for the season/Combination Service Uniform/NWU.
  - \_\_\_ Officers/CPO's: Service Khakis/NWU
  - \_\_\_ Naples airport is notorious for misplacing luggage. Include a full uniform in your carry-on bag along with your medical, dental and service records.
  
7. **EUROS & DOLLARS:** Dollars are not normally accepted in EU airports or in the local economies, and many restaurants do not take credit cards, so you should carry a minimal amount of Euro. ATM's are available on base.
  
8. **LODGING:** Contact the Navy Lodge (Support Site) at DSN 314-629-6289, COMM 011-39-081-811-6289 to make lodging reservations in advance. If there is no availability at the Navy Lodge, obtain a certification of non-availability (CNA) to ensure reimbursement for lodging expenses. If there is no availability on base, contact the CAPO INN (Capodichino Base) at DSN 314-626-5250, COMM 011-39-081-568-5250 or one of the two local hotels listed below.

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\_\_\_ Charming Hotel: 011-39-081-231-1004

\_\_\_ Millenium Hotel: 011-39-081-595-5406

9. **MEDICAL/DENTAL APPOINTMENTS:** You must make an appointment with medical and dental prior to your arrival at the NMPS to ensure your expedient processing.

\_\_\_ Medical: **CAPO:** DSN: 314-626-4786, COMM 011-39-081-568-4786 (or) **SUPPORT SITE:** 314-629-6272/3, COMM 011-39-081-811-6272/3.

\_\_\_ Dental: **CAPO:** DSN: 314-626-4644, COMM 011-39-081-568-4644 (or) **SUPPORT SITE:** 314-629-6007/8, COMM 011-39-081-811-6007/8.

## ARRIVAL AND CHECK IN

10. **CRIME:** Naples, Italy is known for crime as well as its beautiful getaways. Naples is rich in natural resources, but is low in jobs and economy. The locals are known for snatching purses carried in hand and expensive jewelry off wrist. Do not wear expensive jewelry to Italy and always carry purses on shoulders.

11. **AIRPORT AND BAGGAGE:** Luggage carts are at the Airport. It is recommended that you obtain a luggage cart at the airport to haul your luggage to the Capodichino base, CAPO Inn or hotel. It's a 10 minute walk to the base or to one of the local hotels. A taxi will take 3 minutes, cost you at least \$20, and will NOT be permitted entry to the base. If you need additional assistance, contact NMPS for additional transportation assistance from the airport.

12. **RENTAL CAR: Normally NOT authorized.**

\_\_\_ If there is no availability at the Navy Lodge, CAPO Inn, or at a local hotel (Charming or Millenium), and you are placed in a distant hotel, you must receive prior written authorization from the NMPS to obtain a rental car and be eligible to receive reimbursement.

13. **LODGING AND TRANSPORTATION BETWEEN BASES:** There is an NSA shuttle bus available for transportation between bases. A schedule has been provided to you along with your reporting instructions. Additional copies can be obtained at the library on the Capodichino base.

14. **CHECK-IN PROCEDURES:** NMPS hours of operation are 0730-1600, Monday –Friday. Report in the appropriate uniform of the day with the required paperwork. The NMPS is located within PSD Naples, on the first deck of the Admin I Building.

15. **MEDICAL/DENTAL:** You must complete your check-in checklist, including the medical/dental portions, and be determined fit for active duty in order to be released to your gaining command.

\_\_\_ Medical: **CAPO:** DSN: 314-626-4786, (or) **SUPPORT SITE:** 314-629-6272/3

\_\_\_ Dental: **CAPO:** DSN: 314-626-4644, (or) **SUPPORT SITE:** 314-629-6007/8

16. **TRANSPORTATION TO GAINING COMMAND:** Final transportation to your gaining command will be arranged by the NMPS, based on the estimated processing time. Normal processing time at the NMPS is 3-5 days. However, if you have performed AT/ADT within 30 days of the commencement of your ADSW, there will be a delay in activating your gain to active duty. Once you have received your travel itinerary, contact your sponsor or POC at the gaining command to ensure they are aware of your arrival and can provide assistance to you upon arrival.

17. **NMPS CONTACTS:**

- **PS2 Evans @ DSN 626-5825 or COMM 011-39-081-568-5825**

- **PS2 Baqueroalvarez @ DSN 626-5825 or COMM 011-39-081-568-5825**

**Other: EMERGENCY DSN 626-4911; OPERATOR DSN 112 / 113; SECURITY DSN 626-5414**