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

NAVSUPPACT NAPLES INST 5560.8 CH-1
N4
18 JUN 2012

NAVSUPPACT NAPLES INSTRUCTION 5560.8 CHANGE TRANSMITTAL 1

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

Subj: NAVSUPPACT NAPLES PARKING POLICY

Encl: (1) Capodichino Specific Parking requirements

1. Purpose. To promulgate change 1 to subject instruction to revise/clarify policy regarding Long Term Parking.

2. Action

a. Remove Enclosure (1) of basic instruction and replace with enclosure (1) of this change transmittal which contains revisions to paragraphs (5) and (6).

b. Replace **NOTE** on NAVSUPPACT NAPLES Form 5560/5 (Rev 4-12) with the following:

NOTE: Due to limited parking space availability, requests for Long Term Parking (LTP) must be submitted four (4) working days in advance of the dates requested, short notice requests will be processed immediately. As directed by the Commanding Officer, NAVSUPPACT Naples, long term parking requests for periods over 96 hours will be forwarded to the Security Officer for review and final approval. Parking will be designated on the top floor of the West parking garage at NSA Capodichino or in the parking lot adjacent to Security Building at NSA Gricignano/Support Site. A copy of the approved Leave Paperwork, TAD, or TDY Orders must be submitted with the request and can be e-mailed to **M-NA-NSASECPASS&ID@fe.navy.mil** or faxed at DSN: **626-4956**. Upon approval, the driver will show proof of current and valid Motor Vehicle Registration and Insurance. The driver will also ensure that the LTP pass issued is properly placed on the vehicle dashboard during the entire duration of the requested parking period.

C. S. GRAY

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NAVSUPPACT NAPLES INST 5216.4Z
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CAPODICHINO SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Capodichino is only allowed in marked parking spaces. Parking is prohibited in all other areas; this includes curbside parking on the westbound lane outside of the Capo Inn/Library, the west bound lane in front of the Air Terminal and outside of Bachelors Enlisted Quarters (BEQ) II.

2. BEQ Resident Parking. BEQ residents other than Resident Assistants (RAs) shall park in the West Parking Garage.

3. BEQ RA Parking. BEQ RAs are afforded the privilege of special parking near BEQ II. Reserved RA parking spots are marked as such and are for the RAs only. Only BEQ RA vehicles that display the appropriate RA parking pass are allowed to park in these spots. Once these spots are full, RAs must park their vehicles in the West Parking Garage.

4. Reserved Parking. All parking behind the buildings on the north side of the NAVSUPPACT Naples spine is reserved. Reserved spaces are allocated according to paragraph 5 of this instruction. The NAVSUPPACT Naples XO is the approval authority for these spaces.

5. General Parking. General parking onboard NSA Capodichino is allowed for up to 96 hours without an approved Long Term Parking Request. BEQ Residents are exempt from this policy.

6. Long-Term Parking. Long Term Parking (LTP) is permitted when approved by the Security Department via NAVSUPPACT NAPLES 5560/5 request form. LTP at Capodichino is limited to 60 vehicles total. Approved LTP is permitted in designated areas on the top deck of the West Parking Garage, Building 430 Capodichino. When LTP at Capodichino becomes full, personnel requesting LTP will be required to park vehicles onboard NSA Support Site Gricignano in the designated parking lot adjacent to the Security Building. LTP shall only be authorized for personnel (military or civilian) attached to NSA Naples and tenant commands by reason of TAD/TDY or personal leave. JFC personnel will be extended the Privilege of LTP for TDY/TAD purposes only. In the event of large mass TAD/TDY or embarkations, commands must communicate LTP requirements in advance with the Security Department in order to provide special arrangements.

7. General Government Vehicle Parking. The designated government vehicles lot is basement level one and basement level two of the West Parking Garage.

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26 MAY 2011

NAVSUPPACT NAPLES INSTRUCTION 5560.8

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

Subj: NAVSUPPACT NAPLES PARKING POLICY

Ref: (a) NAVSUPPACTINST 11200.2 (Series)
(b) NAVSUPPACTINST 5560.7 (Series)

Encl: (1) Capodichino Specific Parking Requirements
(2) Gricignano Support Site Specific Parking Requirements
(3) Government Parco Specific Requirements

1. Purpose. To establish a parking plan for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. The plan will identify parking zones and designated parking assignments for all three complexes.

2. Policy. Provide a parking plan that will ensure efficient use of available spaces. These spaces must provide force protection and safety for all vehicles and operators assigned parking on board NAVSUPPACT Naples.

3. Responsibility.

a. Executive Officer. The Executive Officer will allocate reserved spaces to individuals and commands as required and periodically review this instruction.

b. Public Works Officer. The Public Works Officer will review work requests and make recommendations to the Executive Officer after considering practicality, feasibility, and impact to the overall base parking and roads. Recommendations will be coordinated with the Security Officer and Protocol Officer to ensure purpose and objectives are achieved. Upon approval by the Executive Officer, the Public Works Officer will take action to designate the spaces as requested. The Public Works Officer will also coordinate with the Security Officer and Protocol Officer and maintain updated parking diagrams of NAVSUPPACT Naples.

c. Protocol Officer. The Protocol Officer will maintain an updated VIP/DV list of individuals who have been authorized reserved parking. Recommendations will be made to the Executive Officer to ensure members requesting reserved parking are eligible per this instruction.

d. Security Officer. The Security Officer will enforce the parking plan as delineated in reference (a) through the issuance of citations and use of wheel clamping. The Security Officer will also be the point of contact for any requests to cordon off temporary reserved parking.

e. Command Staff Judge Advocate. The Traffic Court Judge will hear cases regarding vehicles cited for illegal parking and carry out the provisions of reference (b).

4. Allocations and Color Code of Parking Spaces. Parking allocations for Capodichino, Gricignano, Lago Patria, Gaeta, and Carney Park will be made using the following coloring codes.

COLOR CODES:	
RED	ASSIGNED RESERVED PARKING
YELLOW	GOVERNMENT VEHICLES
BLUE	LIMITED TIME PARKING
WHITE	UNRESTRICTED PARKING

5. Reserve Parking Spaces. Limited general parking availability at all sites necessitates scrutiny in the delegation of spaces made available for reserved parking. Reserved parking will be very tightly controlled and allocated on an equitable basis. All requests for reserved parking spaces will be routed to the Executive Officer, NAVSUPPACT Naples, Italy, for consideration and approval via the Public Works Officer, the Security Officer and the Protocol Officer. In general, reserved parking space privileges are extended to Flag Officers, Commanding Officers, Command Master Chiefs, and post major command O-6s. The Executive Officer may consider other requests arising from special circumstances; however, requests

for reserved parking based solely on frequent use of a private vehicle throughout the day and difficulty in finding a vacant space upon return will not normally justify assignment of a reserved space. Markings indicating the space as "reserved" and associated assigned numbers will be accomplished upon approval of a request for reserved parking.

6. Abandoned Vehicles. AFI-plated vehicles left unattended without a long term parking pass for 120 days or more will be considered to be abandoned. They will be processed as described in reference (a) in coordination with the Motor Vehicle Registration Office.

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CAPODICHINO SPECIFIC PARKING REQUIREMENTS

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2. BEQ Resident Parking. BEQ residents other than Resident Assistants (RAs) shall park in the West Parking Garage.

3. BEQ RA Parking. BEQ RAs are afforded the privilege of special parking near BEQ II. Reserved RA parking spots are marked as such and are for the RAs only. Only BEQ RAs' vehicles displaying the appropriate RA parking pass are allowed to park in these spots. Once these spots are full, RAs must park their vehicles in the West Parking Garage.

4. Reserved Parking. All parking behind the buildings on the north side of the NAVSUPPACT Naples spine is reserved. Reserved spaces are allocated according to paragraph 5 of this instruction. The NAVSUPPACT Naples XO is the approval authority for these spaces.

5. West Parking Garage. General parking in the West Parking Garage on Capodichino is allowed for up to 96 hours without an approved long term parking request.

6. Long-Term Parking. Long-term parking is only allowed when approved by the Security Department via NAVEUR NAVSUPPACT NAPLES 5560/5 (Rev 10-06) request form. Approved long-term parking is only allowed on the top two decks of the West Parking Garage, Building 430. Once long-term parking is full, no more long-term parking requests will be approved. Vehicles left in long-term parking without an approved request for more than 96 hours or beyond the requested time period will be dealt with as a parking violation or treated as an abandoned vehicle.

7. General Government Vehicle Parking. The designated government vehicles lot is basement level one and basement level two of the West Parking Garage.

GRICIGNANO SUPPORT SITE SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Gricignano Support site is only allowed in marked parking spaces except in the residential area. In the residential area, parking is allowed in marked spaces and curbside except where specifically marked as no parking or where it will impede traffic (create a safety hazard). Parking is prohibited in all other areas; this includes curbside in unmarked spots in the front parking lot at the U.S. Navy Lodge/Temporary Lodging Allowance (TLA) building, anywhere on the main road, anywhere on the road between the U.S. Naval Hospital and the Bachelor's Enlisted Quarters (BEQ), or on the outside of a parking spot in the retail center parking lot.

2. BEQ Resident Parking. BEQ residents shall park in the parking lot in front of the BEQ. Overflow BEQ parking is available in the Fitness Forum parking lot near the Veterinary Clinic.

3. Retail Center Customer. No overnight customer parking at the retail center is allowed.

4. Retail Center Employees. Retail center employees (Navy Exchange, Commissary, vendors, suppliers, etc.) are required to park in employee parking which is defined as the parking lot across the access street from the retail center (between the retail center parking lot and the Security/Vehicle-for-Sale parking lot)and behind the retail center. Failure to do so will result in cars being ticketed, booted, towed, and driving privileges revoked.

5. Residential Parking. Each residential apartment is assigned one parking space. These parking spaces are designated by numbers. Only the residents of the apartments may park in these spots. All other spots in the residential area are for general use of the entire community, except for long-term parking. Residents are not allowed to park recreational vehicles, trailers, boats, all-terrain vehicles, or other types of recreational vehicles in residential parking. Residents are reminded that performing automotive repairs in residential parking is forbidden. Repairs must be accomplished at the Auto Skills Center. Parking of inoperable or unsafe vehicles in any residential parking spot is prohibited.

GOVERNMENT PARCO SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, government parco compounds is only allowed in marked parking spaces or in assigned driveways or garages.

2. Residential Parking. Each residential apartment has a driveway and garage. Residents must park at least one vehicle in their driveway or garage. General overflow parking is available outside each assigned parco and may be used by guests or residents. However, residents are limited to parking one extra vehicle (other than the one parked in their driveway) in general overflow parking. All other vehicles must be parked on the street or, if provided, in a general overflow lot outside the residence. Residents are not allowed to park recreational vehicles, trailers, boats, all-terrain vehicles or other types of recreational vehicles in residential parking. Residents are reminded that performing automotive repairs in residential parking is forbidden. Automotive repairs must be accomplished at the Auto Skills Center. Parking of inoperable or unsafe vehicles in any residential parking spot is prohibited.