DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 4650.10C
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NAVSUPPACT NAPLES INSTRUCTION 4650.10C

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

Subj: TRANSIENT PERSONNEL MOVEMENT ATTACHED TO THE OPERATING FORCES

Encl: (1) Transient Personnel of the Operating Forces Check-In Sheet

1. Purpose. To promulgate policy for the movement of transient personnel who arrive in Naples and are awaiting transportation to operational units.

2. Cancellation. NAVSUPPACT NAPLES INST 4650.10B.

3. Background. Navy personnel who transit through Naples enroute to operational units require coordination of billeting, flight information and arrangements, and overall administrative control. A number of commands play a role in the goal of expeditious transient movement. Therefore, to better define management responsibilities, specific guidance is set forth below. The overall responsibility of coordination and administrative control for transients rests with U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Quarterdeck. Other commands' responsibilities are also defined in this instruction.

4. Policy. The movement of Naples transient personnel is a quality of life issue. A coordinated effort by everyone concerned is required to quickly out-process these individuals from Naples and expedite arrival at their new duty station.

5. Action

a. NAVSUPPACT Naples Air Terminal Passenger Service Information Desk is primarily responsible for disseminating onward movement information for transient service members to their next destination. Also, they will assure that the member and NAVSUPPACT Naples Quarterdeck are kept informed of transportation availability. Member's flight information will be recorded on the Transient Personnel of the Operating Forces check-in sheet (enclosure (1)). Passenger Service representatives will coordinate with the Air Terminal Operations

Center (ATOC) to obtain information on any Air Service Coordination Office Mediterranean (ASCOMED) flights available within 72 hours. If there are no immediate flights available and transient personnel must remain overnight, members will be directed to check-in with the Quarterdeck at Admin I. If a flight is available on the same day the member arrives, they will be processed for flight arrangements and stand by in the passenger waiting area to board the aircraft.

b. The NAVSUPPACT Naples Quarterdeck is responsible for coordination and administrative control of transient personnel, specifically:

(1) Operations Duty Officer (ODO) will meet transient personnel arriving on incoming flights when the air terminal is closed.

(2) Officer of the Deck (OOD)/Junior Officer of the Deck (JOOD) will ensure that the member has checked-in with the flight information desk. OOD/JOOD will provide check-in sheets to all members who cannot be scheduled out on a same-day flight, endorse orders, retain a copy of orders, and direct them to muster at 0730 the following morning. All members will be sent to the Transient Lodging facility at Capo Inn for berthing assignment, or assisted with hotel arrangements. If government quarters are not available, a non-availability statement will be provided by reception desk at Capo Inn. Specific directions on availability of ground transportation to off-base berthing accommodations or to commercial airports will be provided. The Quarterdeck will complete enclosure (1) on each transient member who remains overnight in Naples enroute to an operational unit.

(3) If the PAX/MAIL/CARGO routing guide directs retention in Naples of members awaiting transportation, members will be directed to check with the Flight Information Desk daily to determine routing information and assistance with transportation arrangements. If no flights are available, member will be directed to report to the Personnel Support Activity Detachment (PERSUPPDET), Naples.

(4) If ground transportation is the directed method of transportation to member's ultimate destination, the OOD will notify member and assist in arrangements.

(5) OOD/JOOD will check-out members prior to their departure on transport for their ultimate destination, ensuring that all BEQ/BOQ bills have been settled.

(6) Members expected to be in Naples in excess of 72 hours, will be sent to PERSUPPDET Naples Naval Passenger Transportation Office (NAVPTO) where commercial air transportation will be arranged to their destination(s).

(7) If a member's ship will be in a specific location for a limited amount of time and military air transport cannot meet the movement schedule, the member will immediately be sent to PERSUPPDET Naples NAVPTO for commercial air transportation arrangements.

c. The Bachelor Housing Director will provide lodging to the member when available. If transient member's orders have not been stamped/endorsed by the OOD, the bachelor housing front desk staff will immediately advise the transient to return to the Quarterdeck. When members check-out, the Capo Inn reception Desk will stamp orders indicating their bill has been paid and direct the member to the Quarterdeck for final check-out.

d. PERSUPPDET Naples will provide commercial air transportation to members unable to reach their ship or station in an expeditious manner by Air Mobility Command (AMC) or organic Navy air. It will ensure that all transient members have checked-in with the Flight Information Desk and the Quarterdeck. Additionally, upon member's arrival:

(1) If a member has been in Naples in excess of 72 hours and the destination unit is in port, commercial air transportation will be arranged and charged to Permanent Change of Station (PCS) orders. Flight information will be annotated on the member's check-in sheet.

(2) If the member is not under PCS orders, funding for commercial air should be requested from the member's command.

(3) By message, inform member's command, and NAVSUPPACT Naples Air Terminal of flight number, time and date of arrival for all commercial air transportation arranged in lieu of military airlift.

G. L. HEHE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists: I through V

TRANSIENT PERSONNEL OF THE OPERATING FORCES

NAME:_____ RATE/RANK:_____ SSN:_____

CHECK-IN TIME/DATE:_____ BLDG #:_____ ROOM #:_____ TEL #:_____

ACTIVITY REPORTING TO: _____ UIC:_____

___ STAMP TRAVEL ORDERS (Enter time and date reported)
___ ATTACH COPY OF TRAVEL ORDERS TO THIS CHECK-IN SHEET
___ STAMP ORDERS WITH AVAILABILITY OF BERTHING AND MESSING
___ ARRANGE ACCOMODATIONS WITH BACHELOR HOUSING DIRECTOR
___ FOR ENLISTED: ARRANGE BERTHING WITH BEQ OFFICER
___ ADVISE MEMBER TO REPORT TO QUARTERDECK AT 0730 (OR EARLIER IF REQUIRED) DURING WORKING DAYS

FOLLOWING MORNING

___ CONTACT PASSENGER SERVICE FOR 72 HOURS NEPO AIRLIFT AVAILABILITY
___ ENSURE MEMBER'S NAME/DESTINATION IS ON PASSENGER SERVICE - "PASSENGER (PAX) ON HAND LIST"
___ IF NEPO FLIGHT IS AVAILABLE: record following info and advise NEPO:

_____
(FLIGHT #/CHECK-IN TIME/TAKE-OFF TIME)

___ IF NEPO FLIGHT IS NOT AVAILABLE: provided copy of member's travel orders to PERSUPPDET Naples. (Send member to PERSUPPDET Naples to coordinate with Navy Passenger Transportation Office (NAVPTO) for alternate transportation arrangements).

Note: If member's transportation is arranged by NAVPTO, or member must delay departure because the unit is not in port, continue checking with Passenger Service to see if person can be manifested on ASCOMED airlift.

___ DIRECT MEMBER TO CHECK WITH PASSENGER SERVICE FOR FURTHER INFO ON AIRLIFT EACH MORNING 0730 MUSTER. (IF NEPO airlift can be provided before member is scheduled to depart commercial air, member should fly NEPO).

___ COMMERCIAL TRANSPORTATION ARRANGED BY NAVPTO - Info received from PERSUPPDET Naples as follows:

_____ _____

(AIRLINES/FLIGHT #/CHECK-IN TIME/DEP TIME) DEPARTURE DATE

___ ONE DAY PRIOR TO DEPARTURE DATE, MEMBER MAY PICK UP COMMERCIAL TICKETS FROM PERSUPPDET NAPLES. IF THE FLIGHT FALLS ON A WEEKEND OR MONDAY, TICKETS MUST BE PICKED UP THE PREVIOUS FRIDAY.

___ CHECK OUT WITH QUARTERDECK.