NAVSUPPACTNAPLESINST 5560.8A, U.S. Naval Support Activity, Naples, Italy, Parking Policy.

FACTS:

1. The revised Parking Instruction (NAVSUPPACTINST 5560.8A) and Parking FAQs can be found on the NSA Naples website-homepage. Use the link below to access the site: https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

2. The 1 NOV 2019 revised parking policy will be review (and if needed, revised again) in JAN 2020.

3. Requests for long-term parking (LTP) can be submitted electronically via email. Just send your request to M-NA-NSASECPASS&ID@EU.NAVY.MIL

4. NSA Naples has re-purposed and created in excess of 100 additional parking spots on the base at Capodichino.

5. NSA Naples has added a new bus stop as you enter the front gate at Capodichino, just outside the West Parking Garage (see the attached photo), to facilitate walking to the Naples International Airport. The new bus stop will be incorporated into the current Capodichino bus schedule beginning at 0800 daily.

6. Reimbursement for taxis to/from the airport may be available for U.S. civilian employees on renewal agreement travel (RAT). RAT guidance is available at the link below: https://www.dfas.mil/dam/jcr:c9daedb8-9b65-4046-ab55-891caab39a18/Civilian

Parking Policy FAQs:

Q: How do I apply for a Long Term Parking Pass (LTP)?

A: Per NACSUPPACTNAPLESINST 5560.80A, encl 1, para 4, and encl 2, LTP pass can be requested in person during normal working hours, Monday through Friday, at NSA Security Pass and ID offices. You can also request one in person by emailing the form and supporting documentation to: M-NA-NSASECPASS&ID@EU.NAVY.MIL. Each request for LTPs is for a specific person, vehicle, and license plate for a defined amount of time.

Q: I am a Local National (LN), am I permitted to park on Capodichino during my TAD/TDYs to include official long term travel?

A: Yes. NACSUPPACTNAPLESINST 5560.80A, will be amended to reflect this in January of 2020; however LNs are permitted to park on Capodichino for TAD/TDY travel to include long term, with an approved LTP as available.
Q: Can our command receive 8 to 10 Long-term Parking passes to distribute to our staff on an as needed basis, because our mission requires our staff to constantly travel.

A: Per NACSUPPACTNAPLESINST 5560.80A, encl 1, para 5, No. There is no provision in the revised instruction for issuing commands "permanent long-term parking passes" to control within their respective commands. Per NACSUPPACTNAPLESINST 5560.80A, encl 1, para 4, and encl 2, LTP pass can be requested in person during normal working hours, Monday through Friday, at NSA Security Pass and ID offices. You can also request one in person by emailing the form and supporting documentation to: M-NA-NSASECPASS&ID@EU.NAVY.MIL. Each request for LTPs is for a specific person, vehicle, and license plate for a defined amount of time.

In accordance with the spirit and intent of the revised parking instruction, NSA Naples is unable to provide permanent long-term parking passes to any area commands. NSA Naples has many tenants that serve as headquarters units for various commands in the AOR and thus have many frequent travelers. Parking at Capodichino is very limited and our goal is to manage available parking in a manner that facilitates the mission requirements of each and every command hosted by NSA Naples.

Q: If we have TDY or TDY in conjunction with leave that will be longer than 15 days, is there a different long term parking pass? If not, what do we do?

A: Per NACSUPPACTNAPLESINST 5560.80A, encl 1, para 4, NSA Naples parking spots at Capodichino are primarily for the personnel transiting to and from work every day. Regretfully due to our limited space, we also limited parking spots and we have to make the best use of those spots. NSA Naples is unique in that it has a parking garage one city block from an International Airport but the parking garage on the base was built for personnel transiting “to and from” work, not for the international airport. The international airport has its own parking garage. We recommend doing what you would do anywhere else in the world. Find public transportation to the airport, park in airport parking garage, or utilize family and friends to drop you off and pick you up.

Q: What if you are staying in NGIS and are awaiting permanent quarters? Do we need parking permits for our vehicles?

A: The 96 hour rule applies to personnel trying to store vehicles for extended periods. You're staying at NGIS would negate the need for a pass, as long as you're staying at NGIS you can park onboard Capo, 24/7.

Q: Some civilians do not have a similar leave request form to that of the military, would a SLACADA screenshot of a Leave Request page suffice the document requirement for LTP request?

A: YES
Q: I already have four points for parking illegally on Capodichino, come NOV 1, 2019, will all previous tickets and points be erased and everyone starts with a clean fresh driving record?

A: No. There are no exceptions nor “grandfather” clauses. The current status of your record will not change nor be erased on 1 NOV 19 as a result of our revised parking instruction. Personnel should be aware of their current point and ticket status as not to violate or exceed the established policy. Please refer to per NACSUPPACTNAPLESINST 5560.80A, encl 1, para 6, sections a, b, and c, for details regarding points limitations.