



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

NAVSUPPACTNAPLESINST 5560.8C CH-1  
N34

10 JUN 2021

NAVSUPPACT NAPLES INSTRUCTION 5560.8C CHANGE TRANSMITTAL 1

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

Subj: PARKING POLICY

Encl: (1) Revised page 1 of Enclosure (1)  
(2) Revised page 1 of Enclosure (4)

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to page 1 of enclosure (1) and page 1 of enclosure (4), to report Long Term Parking requirements and applicability, and to clarify Lemon Lot Parking procedures.

2. Action. Replace page 1 of enclosure (1) and page 1 of enclosure (4) of the basic instruction with revised enclosure (1) and enclosure (2) of this change transmittal.

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

4. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnec.navy.mil/regions/cnneura/cen/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnec.navy.mil/regions/cnneura/cen/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

CAPODICHINO SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, at 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 westbound lane in front of the Air Terminal and outside of buildings 443 and 446.

2. 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 Executive Officer is the approval authority for these spaces.

a. Tenant command personnel with reserved parking shall utilize their specified parking spot during all travel to include leisure, or ensure their reserved parking spot is utilized by another non-designated parking pass member for the duration of their travel should they chose to utilize the NAVSUPPACT Naples, Capodichino Western parking garage instead.

3. General Parking. General parking in both parking garages on Capodichino is allowed for up to 96 hours without an approved Long-Term Parking request. For parking exceeding 96 hours a long-term authorization is requested which may be obtained at the Pass and ID office. Storage of privately owned vehicles or motorcycles is prohibited at Capodichino.

4. Long-Term Parking (LTP). LTP exceeding 96 hours is allowed when approved by the NAVSUPPACT Naples Pass and ID Office via NAVSUPPACT Naples request form 5560/5 (enclosure (2)). Once approved, LTP is allowed only in the West Parking Garage, Building 430, at Capodichino. Once the LTP area, 275 spots, is full at Capodichino, no more LTP requests will be approved and personnel requesting LTP will be required to park vehicles onboard NAVSUPPACT Naples Support Site in the designated LTP parking lot adjacent to the Security Building (enclosure (3)). LTP requests over 15 days will be forwarded to the Security Officer for review and final approval, and the parking spaces will be allowed in the parking lot adjacent to the Security Building at NAVSUPPACT Naples Support Site only. LTP may only be authorized for personnel (U.S. Military, Civil Service Employees, and U.S. Contractors) attached to NAVSUPPACT Naples and associated tenant commands by reason of Temporary Additional Duty/Temporary Duty (TAD/TDY) or personal leave. U.S. Military and U.S. Civilians assigned to Joint Forces Command (JFC) Naples will also be extended the privilege of LTP at Capodichino and the Support Site. LTP for Local National employees of NAVSUPPACT Naples and associated tenant commands may only be authorized for official TAD/TDY. In the event of mass TAD/TDY or embarkations, commands must communicate LTP requirements in advance with the Security Department in order to provide special arrangements. All motor vehicles left in LTP 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.

5. LTP request. LTP request form, can be obtained at the Pass and ID Office on Capodichino Base (DSN: 626-4955, or COMM: 081-568-4955) during normal working hours. LTP requests will be processed at the window on a first come basis. LTP requests over fifteen (15) days will be forwarded to the Security Officer for review and final approval. Location of LTP (Capodichino or Support Site) must be specified upon submission of LTP request. The expiration date of a LTP request must not exceed the expiration date of the vehicle's insurance.

Enclosure (1)



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GRICIGNANO SUPPORT SITE SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, Gricignano Support Site is only allowed in marked parking spaces except in the residential area and North side of the Village Forum. 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 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 must 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. Lemon Lot Parking. The NAVSUPPACT Naples Lemon Lot Parking (LLP) area (enclosure (5)) is designated for Allied Forces Italy (AFI) registered vehicles only and is operated by the Morale, Welfare, and Recreation Department (MWR), Auto Skills Center. For all rules, regulations and how to park a vehicle in the lot, you can refer to the Auto Skills Center, or call DSN: 629-4947, or e-mail: mwrnaplescommunityrec@eu.navy.mil.
4. Reserved Parking. Personnel assigned to NAVSUPPACT Naples, Support Site with reserved parking must use their specified parking spot during all travel to include leisure, or relinquish their parking spot for the duration of their travel if they choose to use the NAVSUPPACT Naples Capodichino Western parking garage instead.
5. Long-Term Parking (LTP). LTP exceeding 96 hours is allowed when approved by the Pass and ID office via NAVSUPPACT Naples 5560/5 (Rev 9-19) request form (enclosure (2)). LTP requests over fifteen (15) days will be forwarded to the Security Officer for review and final approval and the parking spaces will be allowed in the parking lot adjacent to the Security building as NAVSUPPACT Naples Support Site only. Once LTP is full at Support Site, no more LTP requests will be approved. All motor vehicles left in LTP without an approved request exceeding 96 hours or beyond the requested time period will be dealt with as a parking violation or treated as an abandoned vehicle.
6. LTP request. LTP requests, can be obtained at the Pass and ID offices, during normal working hours. They will be processed at the window on a first come basis. LTP requests over 15 days will be forwarded to the Security Officer for review and final approval. Location of LTP (Capodichino or Support Site) must be specified upon submission of LTP request. The expiration date of a LTP request must not exceed the expiration date of the vehicle's insurance.
7. DoDEA Summer Parking. DoDEA personnel who wish to leave their vehicles parked on base while they are away during summer break may do so using the School teacher's lot and/or in the designated parking lot adjacent to the Security building. An LTP request must be submitted to Pass and ID office.
8. Retail Center. No overnight customer parking at the retail center is allowed.

Enclosure (4)



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NAVSUPPACTNAPLESINST 5560.8C  
N34

**27 APR 2021**

NAVSUPPACT NAPLES INSTRUCTION 5560.8C

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

Subj: PARKING POLICY

Ref: (a) NAVSUPPACTNAPLESINST 11200.2 (series)  
(b) NAVSUPPACTNAPLESINST 5560.7 (series)

Encl: (1) Capodichino Specific Parking Requirements  
(2) Long-Term Parking Request Template  
(3) Gricignano Support Site Long Term Parking Map  
(4) Gricignano Support Site Specific Parking Requirements  
(5) Gricignano Support Site Lemon Lot Vehicles Map

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 four complexes (Capodichino, Support Site in Gricignano, Carney Park, and Gaeta).

2. Cancellation. NAVSUPPACTNAPLESINST 5560.8B

3. 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.

4. Responsibility

a. Executive Officer (XO). Allocate reserved spaces to individuals and commands as required and periodically review this instruction.

b. Public Works Officer (PWO)

(1) Review work requests and make recommendations to the XO after considering practicality, feasibility, and impact to the overall base parking and roads.

(2) Coordinate recommendations will be coordinated with the Security Officer (SECO), Fire Emergency Services, and Protocol Officer to ensure purpose and objectives are achieved. Upon approval by the XO, the PWO will take action to designate the spaces as requested.

(3) Coordinate with the SECO and Protocol Officer and maintain updated parking diagrams of NAVSUPPACT Naples.



c. Protocol Officer

(1) Maintain an updated Very Important Person/Distinguished Visitor list of individuals who have been authorized reserved parking spots. Tenant commands are responsible for assigning and maintaining a list of personnel assigned to specific reserved parking spots.

(2) Make recommendations to the XO to ensure members requesting reserved parking are eligible per this instruction.

(3) Serve as the point of contact for any requests to cordon off temporary reserved parking.

d. Security Officer

(1) Enforce the parking plan as delineated in reference (a) through the issuance of citations and use of wheel clamping.

(2) Serve as the point of contact and coordinate with the Protocol Officer for any requests to cordon off temporary reserved parking.

e. Command Staff Judge Advocate. Hear cases regarding vehicles cited for illegal parking and carry out the provisions of reference (b).

f. Traffic Court Clerk. Maintain point accumulation in a database.

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

**COLOR CODES:**

GREEN	ACCESSIBLE PARKING
RED	ASSIGNED RESERVED PARKING
YELLOW	GOVERNMENT VEHICLES
BLUE	LIMITED TIME PARKING
WHITE	GENERAL PARKING

NOTE: When parked in Green or Red parking spaces, reserved and Handicapped placards must be displayed in the front-left side of the vehicle's windshield. Failure to properly display the placard may result in ticketing and or booting the vehicle.

6. Color Code of Parking Spaces. All Parking spaces are delineated by two red, yellow, blue, white, or green lines. Unless otherwise indicated, white-lined spaces are for general parking (unrestricted), red-lined spaces are assigned reserved spaces, yellow-lined spaces are for Government vehicles, green-lined spaces are for accessible parking spots, and blue-lined spaces are for time-limited parking.

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7. General Parking Spaces. White-lined general parking located on NAVSUPPACT Naples, is limited to 96 hours, longer than 96 hours requires authorization from NAVSUPPACT Naples Pass and ID Office (DSN: 626-4955, COMM: 081-568-4955).

8. Reserved 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 tightly controlled and allocated on an equitable basis. All requests for reserved parking spaces will be routed to the XO, NAVSUPPACT Naples, Italy, for consideration and approval via the PWO, the SECO, and the Installation Business Manager. Reserved parking space privileges are generally extended to Flag Officers, Commanding Officers (CO), Command Master Chiefs, post major command O-6s, and GS-15 and Senior Executive Service (SES) civilians. The XO 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.

a. Tenant command personnel with reserved parking must utilize their specified parking spot during all travel to include leisure, or ensure their reserved parking spot is utilized by another non-designated parking pass member for the duration of their travel should they chose to utilize the NAVSUPPACT Naples, Capodichino Western parking garage instead. Personnel authorized to park in reserved parking will be issued a Numbered Parking Placard from the Installation Business Manager, via their designated command representative. This placard is a controlled item and each member is responsible for safeguarding it from the date of issue until the turn-in date. Members are required to immediately report to NAVSUPPACT Security if their placard is lost or stolen.

9. Red Curb Markings. Indicates "No Stopping" and "Fire Lane Zone". Reserved for all Fire Department vehicles only.

10. Special Purpose Parking. Provides parking for special categories of motor vehicle and/or their operators as follows:

a. Government Vehicle Only. Including non-appropriated fund (NAF) vehicles. Automobile spots reserved for official/command/government vehicles cannot be used by Privately Owned Vehicles (POVs). POVs parked in spots reserved for official/command/government vehicles will be ticketed and/or booted.

b. Handicapped. Handicapped parking spaces are restricted to operators of vehicles who have been certificated as handicapped by the Senior Medical Officer who is authorized to determine handicapped status, and display proper documentation on vehicle. Handicapped passes will be issued by the Pass and ID offices. For U.S. personnel, the only acceptable passes/placards for handicap parking are those issued by the NAVSUPPACT Naples Security Department (Pass and ID) with an endorsement from an attending physician at U.S. Naval Hospital (NAVHOSP), Naples. For Local National (LN) employees with Italian Government-



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issued Handicapped Permits, their permits must be reviewed and verified by the Italian Occupational Health Physician at NAVHOSP Naples before they will be issued a Handicapped Parking Pass by the NAVSUPPACT Naples Security Department (Pass and I.D.). When requesting temporary Handicapped Passes, the attending physician will follow the same procedures outlined above. However, they must specify the length of time for which the pass is needed. Vehicles parked in handicapped parking without an appropriate placard will be ticketed. NAVSUPPACT Naples handicapped placards must be displayed in the front left-side of the vehicles windshield.

c. Expectant Mothers. There are parking spots expressly reserved for expectant mothers, however, expectant mothers must obtain passes from NAVHOSP to use these designated spots. The expectant mother parking passes also allow the holder to park in handicapped parking spots at Capodichino.

d. Loading Zone. Marked in yellow. Reserved for vehicles (commercial, government, or private) engaged in delivery or pick up.

e. Parking at Retail Center. Flag, O-6 and above, E-9, and others as marked. These passes are issued by the Motor Vehicle Registration Office.

f. No Parking Zones. Yellow striping through a space or curbside indicates a "No Parking" zone.

g. Motorcycle Parking. Motorcycles must park in designated "Motorcycle Parking" only. Motorcycles that park in automobile spots will be ticketed and/or booted. Personnel with a "Numbered" reserved spot are authorized to use their spot for either a motorcycle or automobile provided they have properly displayed their reserved parking passes. All other assigned/reserve parking spots in the Eastern and Western parking garages are for automobiles only; motorcycle riders must use designated motorcycle parking for their motorcycle only.

h. When parking vehicles in designated or reserved parking spots on any street on base, the vehicle must be parked facing in the same direction as the flow of traffic adjacent to the parking spot. Vehicles that are parked in street-side parking facing in the opposite direction to the flow of adjacent traffic will be ticketed and/or booted.

11. Impoundment. Motor vehicles left parked for periods exceeding stated limits, or in unauthorized or prohibited areas, could be considered abandoned and/or subject to ticketing, booting or others administrative action to include towing at owner's expense. Storage of privately owned vehicles or motorcycles is prohibited at Capodichino, personnel found storing vehicles on Capodichino will be subject to immediate suspension of driving and parking privileges for 30 days.

12. Penalties for Improper Parking. Registered owners are responsible for their vehicles. Parking violations will be recorded against the owner's record, regardless of who was operating

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the vehicle when the citations were issued. Citations and appeals are adjudicated at Traffic Court. Driving and/or parking on grass, sidewalks, and crosswalks is prohibited. Vehicles should not impede or block ramps, sidewalks, crosswalks, and driveways. Personnel are not

authorized to park in retail center "Customer Only" parking to catch the bus. Violators will be ticketed, booted, and/or subject to revocation of driving privileges from 30 to 365 days. Government vehicles that are parked improperly/illegally will be ticketed and or booted. In the case of Government vehicles, the ticket will be charged against the operator listed in the vehicle logs at the time the ticket is issued. If the Government vehicle logs are determined to be inaccurate or not properly documented, the ticket/infracton may be charged against the command's designated vehicle custodian or transportation liaison responsible for oversight of assigned vehicles and or training of command vehicle operators.

a. Point Accumulation. Accumulation of 12 traffic points within 12 consecutive months or 18 traffic points in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with enclosure (1) of reference (a). However, the CO reserves the right to modify all suspension and points issuances. Personnel who wish to dispute the point accumulation total may appeal to the Traffic Court Magistrate in person during Traffic Court, or

appeal in writing via their chain of command, attaching a copy of the Letter of Suspension. All appeals should be directed to the NAVSUPPACT Naples Office of the Staff Judge Advocate within five business days of adjudication of the violation.

b. Parking/Moving Violations. Accumulation of six points for parking and moving violations during a 30-day period will result in the suspension of driving and parking privileges for a period of 30 days. When a member accumulates six points for parking violations and moving violations in a period exceeding 30 days, the Traffic Court Clerk will generate a Warning of Points Accumulation Letter, and forward to the member via their chain of command.

c. Points Assessed. Points assessed against an individual shall remain in effect for a 24-month period. Expiration of suspension will in itself cause removal from the record of all points assessed which led to the suspension. Revocation is not altered by reenlistment.

d. Traffic Court. Upon receiving any traffic or parking ticket (DD Form 1408), the individual will be assigned a court date. Traffic Court will be held on Monday at 1300 at Capodichino, Legal Court Room, Bldg. 442A/Admin II, Rm. 1095. Sign-up will commence at 1245 and secure at 1400. Appearance at Traffic Court does not necessarily mean points will be assessed. The assessment of points is a determination made by the Traffic Court Magistrate. If an individual cited for a violation is scheduled to be on Temporary Duty or approved leave on their assigned date, they may reschedule their Traffic Court date by calling the Traffic Court Clerk at DSN 626-1352 or COMM 081-568-1352 in advance of their travel. Individuals who do not appear at traffic court will be considered to have waived their right to dispute the alleged violation and the points attributed to that violation will automatically be assessed.



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13. Abandoned Vehicles. Allied Forces Italy-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.

14. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction [notice, change transmittal] or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

15. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This

instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

16. Forms. All applicable forms can be found at:  
[https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/forms.html](https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/forms.html)



J. W. STEWART

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CAPODICHINO SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, at 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 westbound lane in front of the Air Terminal and outside of buildings 443 and 446.

2. 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 Executive Officer is the approval authority for these spaces.

a. Tenant command personnel with reserved parking shall utilize their specified parking spot during all travel to include leisure, or ensure their reserved parking spot is utilized by another non-designated parking pass member for the duration of their travel should they chose to utilize the NAVSUPPACT Naples, Capodichino Western parking garage instead.

3. General Parking. General parking in both parking garages on Capodichino is allowed for up to 96 hours without an approved Long-Term Parking request. For parking exceeding 96 hours a long-term authorization is requested which may be obtained at the Pass and ID office. Storage of privately owned vehicles or motorcycles is prohibited at Capodichino.

4. Long-Term Parking (LTP). LTP exceeding 96 hours is allowed when approved by the Pass and ID Office via NAVSUPPACT Naples request form 5560/5 (enclosure (2)). Once approved, LTP is allowed only in the West Parking Garage, Building 430, at Capodichino. Once LTP area, 275 spots, is full at Capodichino, no more LTP requests will be approved and personnel requesting LTP will be required to park vehicles onboard NAVSUPPACT Naples Support Site in the designated LTP parking lot adjacent to the Security Building (see enclosure (3)). LTP requests over 15 days will be forwarded to the Security Officer for review and final approval, and the parking spaces will be allowed in the parking lot adjacent to the Security Building at NAVSUPPACT Naples Support Site only. LTP may only be authorized for personnel (U.S. Military, Civil Service Employees, and U.S. Contractors) attached to NAVSUPPACT Naples and associated tenant commands by reason of Temporary Additional Duty/Temporary Duty (TAD/TDY) or personal leave. LTP for Local National employees of NAVSUPPACT Naples and associated tenant commands may only be authorized for official TAD/TDY. U.S. Military assigned to Joint Forces Command (JFC) will be extended the privilege of LTP for TDY/TAD purposes only. In the event of mass TAD/TDY or embarkations, commands must communicate LTP requirements in advance with the Security Department in order to provide special arrangements. All motor vehicles left in LTP 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.

5. LTP request. LTP request form, can be obtained at the Pass and ID Office on Capodichino Base (DSN: 626-4955, or COMM: 081-568-4955) during normal working hours. LTP requests will be processed at the window on a first come basis. LTP requests over fifteen (15) days will be forwarded to the Security Officer for review and final approval. Location of LTP (Capodichino or Support Site) must be specified upon submission of LTP request. The expiration date of a LTP request must not exceed the expiration date of the vehicle's insurance.

Enclosure (1)



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6. Penalties for improper parking. Registered owners are responsible for their vehicles. Parking violations will be recorded against the owner's record, regardless of who was operating the vehicle when the citations were issued. Citations and appeals are adjudicated at Traffic Court. Government Vehicles that are parked improperly/illegally will be ticketed and/or booted. In the case of Government vehicles, the ticket will be charged against the operator listed in the vehicle logs at the time the ticket is issued. If the Government vehicle logs are determined to be inaccurate, the ticket/infraction may be charged against the command's assigned vehicle custodian or transportation liaison responsible for oversight of assigned vehicles and training of command vehicle operators.

a. Point Accumulation. The Traffic Court Clerk will maintain point accumulation in a database. Accumulation of 12 traffic points within 12 consecutive months or 18 traffic points in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with enclosure (1) of NAVSUPPACTNAPLESINST 11200.2 (series). However, the CO reserves the right to modify all suspension and points issuances. Personnel who wish to dispute the point accumulation total may appeal to the Traffic Court Magistrate in person during Traffic Court or appeal, in writing via their chain of command, attaching a copy of the Letter of Suspension. All appeals should be directed to the NAVSUPPACT Naples Office of the Staff Judge Advocate within five business days of adjudication of the violation.

b. Parking/Moving Violations. Accumulation of six points for parking and moving violations during a 30-day period will result in the suspension of driving and parking privileges for a period not to exceed 30 days. When a member accumulates six points for parking violations and moving violations in a period exceeding 30 days, the Traffic Court Clerk will generate a Warning of Points Accumulation Letter, and forward to the member via their chain of command.

c. Points Assessed. Points assessed against an individual shall remain in effect for a 24-month period. Expiration of suspension will in itself cause removal from the record of all points assessed which led to the suspension. Revocation is not altered by reenlistment.

d. Traffic Court. Upon receiving any traffic or parking ticket (DD Form 1408), the individual will be assigned a court date. Traffic Court will be held on Monday at 1300 at Capodichino, Legal Court Room, Bldg. 442A/Admin II, Rm. 1095. Sign-up will commence at 1245 and secure at 1400. Appearance at Traffic Court does not necessarily mean points will be assessed. The assessment of points is a determination made by the Traffic Court Magistrate. If an individual cited for a violation is scheduled to be on Temporary Duty or approved leave on their assigned date, they may reschedule their Traffic Court date by calling the Traffic Court Clerk at DSN 626-1352 or COMM 081-568-1352 in advance of their travel. Individuals who do not appear at traffic court will be considered to have waived their right to dispute the alleged violation and the points attributed to that violation will automatically be assessed.

**27 APR 2021****LONG TERM PARKING REQUEST**

Date of Request

**NOTE:** Due to limited parking space availability, requests for Long-Term Parking (LTP) over 96 hours must be submitted during normal working hours at NSA Pass & ID Office. They will be processed on a first come first serve basis. Parking will be designated to 275 spaces in the West parking garage at NSA Capodichino or 65 spaces in the parking lot adjacent to the Security Building at NSA Gricignano/Support Site. As directed by the Commanding Officer, Long-Term Parking requests over fifteen (15) days will be forwarded to the Security Officer for review and final approval. Parking will be designated in the parking lot adjacent to the Security Building at NSA Gricignano/Support Site only. A copy of approved Leave Paperwork, TAD, or TDY Orders must be submitted with this request and can be mailed to: [M-NA-NSASECPASS&ID@eu.navy.mil](mailto:M-NA-NSASECPASS&ID@eu.navy.mil). 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.

<b>FULL LEGAL NAME</b> Joe Sailor		<b>RATE/RANK</b> YN2/E-5	<b>COMMAND / DEPARTMENT</b> NAVSUPPACT NAPLES		<b>NATIONALITY</b> US
<b>WORK TELEPHONE NR.</b> XXX-XXXX		<b>HOME TELEPHONE NR.</b> XXX-XXX-XXXX		<b>CELLULAR PHONE NR.</b> XXX-XXX-XXXX	
<b>HOME ADDRESS</b> VIA BOSCARIELLO, GRICIGNANO D'AVERSA			<b>REASON FOR REQUEST AND TRAVEL DESTINATION</b> TDY/VACATION		
<b>MARITAL STATUS</b> SINGLE/MARRIED	<b>SPOUSE ACCOMPANYING OWNER</b> AMELIE SAILOR		<b>PARKING DATE REQUEST</b> FROM: 1/15/20 TO: 1/31/20		
<b>VEHICLE MAKE</b> TOYOTA	<b>VEHICLE MODEL</b> YARIS	<b>VEHICLE YEAR</b> 2003	<b>VEHICLE COLOR</b> SILVER	<b>LICENSE PLATE NUMBER</b> ZAXXXNT	

**CONTACT INFORMATION FOR POINT OF CONTACT STAYING IN THE NAPLES AREA WHO WILL HAVE PHYSICAL POSSESSION OF ABOVE VEHICLE KEYS:**

<b>FULL LEGAL NAME</b> Bill Smith	<b>WORK TELEPHONE NR.</b> XXX-XXXX	<b>HOME TELEPHONE NR.</b> XXX-XXX-XXXX	<b>CELLULAR PHONE NR.</b> XXX-XXX-XXXX
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**ACKNOWLEDGEMENT BY OWNER:** In the event of an emergency, or other necessary situation, attempts will be made to reach my designated Point of Contact above. If attempts fail, I hereby authorize NAVSUPPACT Naples Security Department permission to attempt to unlock my vehicle and have it relocated or towed as required. If my vehicle should sustain damage due to its relocation, I hereby release NAVSUPPACT Naples and all its personnel from any liability associated with this move. Furthermore, I agree to assume the responsibility for any and all costs related to such relocation. NAVSUPPACT NAPLES is not responsible if the vehicle is stolen or damaged while on any NAVSUPPACT Naples facility.

Type Full Name of Owner: \_\_\_\_\_ Legal Signature of Owner: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**PRIVACY ACT INFORMATION**

**PRINCIPLE PURPOSE(S)** Information contained within this request is under the authority of 5 U.S.C. 301, Departmental Regulations and Order 9397. The information contained within the request will be used for the sole purpose of identifying the vehicle and the owner associated with the vehicle.

**ROUTINE USE(S)** Information contained within this request may be disclosed as generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974 as amended. This record will remain on file with the NSA Naples Security Department until termination or expiration of the Long Term Parking Request. In addition, other Federal, State and local Government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified.

**DISCLOSURE** Voluntary; however, failure to provide the requested information may preclude issuance of the LTP.



GRICIGNANO SUPPORT SITE LONG TERM PARKING MAP





**27 APR 2021**GRICIGNANO SUPPORT SITE SPECIFIC PARKING REQUIREMENTS

1. Parking. Parking onboard U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, Gricignano Support Site is only allowed in marked parking spaces except in the residential area and North side of the Village Forum. 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 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 must 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. Lemon Lot Parking. Lemon Lot Parking (LLP) area (enclosure (5) is designated for use only for Allied Forces Italy (AFI) registered vehicles for sale. Any motor vehicles in the LLP area without an approved LLP pass, valid insurance coverage and current AFI vehicle registration will be ticketed and/or booted, and may be towed to an impound lot at the owner's expense.
4. Reserved Parking. Personnel assigned to NAVSUPPACT Naples, Support Site with reserved parking must use their specified parking spot during all travel to include leisure, or relinquish their parking spot for the duration of their travel if they choose to use the NAVSUPPACT Naples Capodichino Western parking garage instead.
5. Long-Term Parking (LTP). LTP exceeding 96 hours is allowed when approved by the Pass and ID office via NAVSUPPACT Naples 5560/5 (Rev 9-19) request form (enclosure (2)). Approved LTP is allowed in the designated parking lot adjacent to the Security Building. Once LTP is full at Support Site, no more LTP requests will be approved. LTP requests over fifteen (15) days will be forwarded to the Security Officer for review and final approval and the parking spaces will be allowed in the parking lot adjacent to the Security building as NAVSUPPACT Naples Support Site only. All motor vehicles left in LTP without an approved request exceeding 96 hours or beyond the requested time period will be dealt with as a parking violation or treated as an abandoned vehicle.
6. LTP request. LTP requests, can be obtained at the Pass and ID offices, during normal working hours. They will be processed at the window on a first come basis. LTP requests over 30 days will be forwarded to the Security Officer for review and final approval. Location of LTP (Capodichino or Support Site) must be specified upon submission of LTP request. The expiration date of a LTP request must not exceed the expiration date of the vehicle's insurance.
7. DoDEA Summer Parking. DoDEA personnel who wish to leave their vehicles parked on base while they are away during summer break may do so using the School teacher's lot and/or in the designated parking lot adjacent to the Security building. An LTP request must be submitted to Pass and ID office.
8. Retail Center. No overnight customer parking at the retail center is allowed.

Enclosure (4)



9. 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 vehicles being either ticketed, booted, towed at owner's expense, and/or subject to revocation of driving privileges from 30 to 365 days.

10. 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 LTP. 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.

11. Expectant Mothers Parking. Expectant Mothers Parking, available at the retail center and the U.S. Naval Hospital (NAVHOSP), is reserved for expectant mothers. Parking permits for these spaces will be issued by the expectant mother's primary care physician. Parking permits will have the USNH logo, have a start and end date and will be signed by the responsible agent at the NAVHOSP. Permits must be displayed at all times when parking in these spots.

12. Penalties for improper parking. Registered owners are responsible for their vehicles. Parking violations will be recorded against the owner's record, regardless of who was operating the vehicle when the citations were issued. Citations and appeals are adjudicated at Traffic Court.

a. Point Accumulation. The Traffic Court Clerk will maintain point accumulation in a database. Accumulation of 12 traffic points within 12 consecutive months or 18 traffic points in 24 consecutive months will result in the revocation of driving and parking privileges onboard NAVSUPPACT Naples and its facilities for a period not to exceed one year. Points will be assessed in accordance with enclosure (1) of NAVSUPPACTNAPLESINST 11200.2(Series). However, the CO reserves the right to modify all suspension and points issuances. Personnel who wish to dispute the point accumulation total may appeal to the Traffic Court Magistrate in person during Traffic Court or appeal, in writing via their chain of command, attaching a copy of the Letter of Suspension. All appeals should be directed to the NAVSUPPACT Naples Office of the Staff Judge Advocate within five business days of adjudication of the violation.

b. Parking/Moving Violations. Accumulation of six points for parking and moving violations during a 30-day period will result in the suspension of driving and parking privileges for a period not to exceed 30 days. When a member accumulates six points for parking violations and moving violations in a period exceeding 30 days, the Traffic Court Clerk will generate a Warning of Points Accumulation Letter, and forward to the member via their chain of command.

c. Points Assessed. Points assessed against an individual will remain in effect for a 24-month period. Expiration of suspension will in itself cause removal from the record of all points assessed which led to the suspension. Revocation is not altered by reenlistment.

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d. Traffic Court. Upon receiving any traffic or parking ticket (DD Form 1408), the individual will be assigned a court date. Traffic Court will be held on Monday, 1300 at Capodichino, Legal Court Room, Bldg. 442A/Admin II, Rm. 1095. Sign-up will commence at 1245 and secure at 1400. Appearance at Traffic Court does not necessarily mean points will be assessed. The assessment of points is a determination made by the Traffic Court Magistrate. If an individual cited for a violation is scheduled to be on Temporary Duty or approved leave on their assigned date, they may reschedule their Traffic Court date by calling the Traffic Court Clerk at DSN 626-1352 or COMM 081-568-1352 in advance of their travel. Individuals who do not appear at traffic court will be considered to have waived their right to dispute the alleged violation and the points attributed to that violation will automatically be assessed.



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GRICIGNANO SUPPORT SITE LEMON LOT VEHICLES MAP

