



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

NAVSUPPACTNAPLESINST 5560.8D
N00/N34
6 Oct 25

NAVSUPPACT NAPLES INSTRUCTION 5560.8D

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, PARKING POLICY

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

Encl: (1) Capodichino Specific Parking Requirements
(2) Long Term Parking Request
(3) Support Site Long Term Parking Map
(4) Support Site Specific Parking Requirements
(5) Support Site Lemon Lot Vehicles Map
(6) HOV Parking Registration Application
(7) Capodichino Parking Maps

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 5560.8C CH-4.

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

4. Responsibility

a. Executive Officer. 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) 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 Executive Officer (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 Persons/Distinguished Visitor list of individuals who have been authorized reserved parking spots. These spots are generally limited to General or Flag Officer or SES Civilians. Tenant commands are responsible for coordinating 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 for VIPs.

d. Security Officer (SECO)

(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

RED	ASSIGNED RESERVED PARKING
YELLOW	GOVERNMENT VEHICLES/LOADING ZONE
BLUE	LIMITED TIME PARKING
WHITE	GENERAL PARKING
LOGO/SIGNAGE	ACCESSIBLE PARKING

Note:

When parked in Logo/Signage identified (Accessible Parking) or Red parking spaces, Handicapped and Reserved 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, or white lines, or identified by a logo/signage. 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/Loading Zone, blue-lined spaces are for time-limited parking, and logo/signage identified spaces are for accessible parking spots.

7. General Parking spaces. White-lined general parking located on NAVSUPPACT Naples, is **limited to 96 hours**, anything over 96 hours requires authorization from NAVSUPPACT Naples. Utilize enclosure (2) to apply for parking greater than 96 hours.

8. 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 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 SECO and the Protocol Officer. Reserved parking space privileges are generally extended to Flag Officers, Commanding Officers (CO), and Command Master Chiefs. 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. 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 choose to utilize the NAVSUPPACT Naples, Capodichino West parking garage instead. Personnel authorized to park in reserved parking will be issued a Numbered Parking Placard, 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 NSA Security if their placard is lost or stolen. Some reserved spaces may also be associated with a particular billet and be designated with unique signage.

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 vehicle will be ticketed and/or booted.

b. Accessible Parking. Accessible 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. Handicap 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. Navy Medicine Readiness and Training Command (NMRTC), Naples. For Local National (LN) employees with Italian Government-issued Handicapped Permits, their permits must be reviewed and verified by the Italian Occupation Health Physician at NMRTC Naples before they will be issued a Handicapped Parking Pass by the NAVSUPPACT Naples Security Department (Pass and ID). 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 accessible parking without an appropriate placards will be ticketed. NAVSUPPACT Naples handicapped placards must be displayed in the front left-side of the vehicles windshield. Accessible parking is marked with logo/signage as per international handicap marking.

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

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

Note:

O7, O6, and E-9 parking are specifically reserved for Active Duty, Reserved, or Retired personnel who achieved that Rank and has an appropriate tag issued by MVRO. GS-15 DOES NOT equal an O6 and the generic O6/GS-15 parking pass from CAPO is NOT sufficient for these parking spaces.



e. No Parking Zones. Yellow striping through a space or curbside indicates a “No Parking” zone.

f. 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 others assigned/reserve parking spots in the Eastern and Western parking garages are for automobiles only; motorcycle riders must use designated motorcycle parking for motorcycles.

g. Parking Direction. 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.

h. Electric Vehicle (EV) Parking/Charging on Base. Even though there are no restrictions on parking EVs in the parking garages on base, based on the limited ability for Fire Trucks to respond to emergencies in the garages, it is recommended that owners park their electric vehicles in curb-side parking spots on the street.

It is important to note that there are currently no provisions for charging privately owned electric vehicles on base at NSA Naples, or its subordinate activities (Gricignano Support Site, Gaeta, Carney Park, Old Mill Inn, Lago Patria SATCOM, or Teverola Housing Warehouse). **The use of government electrical power from outlet/wall sockets on base is STRICTLY PROHIBITED.** Violators could be subject to prosecution for improper use of government resources. NSA Naples will continue to monitor DoD, DoN, and CNIC EV policy to stay abreast of any changes or revisions that afford the installation more latitude in providing higher levels of support services for EVs.

j. HOV / Ride-Share Program for Capodichino. Provisions of the NSA Naples HOV/Ride-Share program afford reserved parking in the East Garage for approved vehicles with 3 or more personnel who carpool on a daily basis to and from work at Capodichino. Utilize enclosure (6) in order to register and participate in the HOV/Ride-Share program. Utilize enclosure (7) in order to identify the location of the HOV/Ride-Share parking spots.

Registration and participation in the HOV/Ride-Share program will be on a voluntary basis. Individuals approved for participation in the program will be issued a placard for a specific parking spot in the east garage. The placard must be displayed on the dashboard of the vehicle at all times. Each HOV/Ride-Share group can list up to 3 vehicles on their application. Participants are responsible for ensuring that the minimum number of (3) individuals are present in the vehicle when arriving/departing from parking spots reserved for the Ride-Share program.

To ensure program compliance, vehicles without the minimum number of passengers are **not allowed** to park in spots reserved for the Ride-Share program, even if the vehicle and passengers have been approved to participate in the program. Individuals who violate or abuse the provisions of the Ride-Share program will receive a parking citation and may have the HOV/Ride-Share privileges revoked for

everyone listed on their Ride-Share application. Additionally, based on the severity of the infraction, violators may also lose their on-base driving privileges.

Upon approval, participation in the HOV/Ride-Share program will be limited to 6 months for all applicants. After participation in the program for 6 months, the registration will be terminated to allow others to participate in the program. Members can re-apply 6 months after cancellation of their initial HOV/Ride-Share privileges.

Note:

There are a limited number of spots reserved for the CAPO carpool program, provisions of the Ride-Share program will be strictly enforced.

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 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/infraction 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. Points will be assessed in accordance with Enclosure (1) of reference (a). 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 minimum of 30 days and not to exceed one year. The designated length of suspension will be a direct reflection of the infractions which led to the excessive point accumulation. 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 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.

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.

13. Abandoned Vehicles

a. Without a Long-Term Parking pass, all POVs will be considered abandoned after a period of 30 days without being moved.

b. Registered owners who transfer permanently (Permanent Change of Station) must provide a Special Power Of Attorney (SPOA) to another Allied Forces Italy (AFI) eligible person that has at least six months left before their own Projected Rotation Date (PRD). This applies to all contractors and US civilian employees who are authorized to register a vehicle under Motor Vehicle Registration Office (MVRO).

c. If the vehicle is not sold within the 90-day SPOA period, MVRO will dispose of the vehicle.

d. A copy of the SPOA will be provided to the MVRO.

e. Once the registration expires, the SPOA holder will not be able to utilize the POV.

f. A copy of the SPOA must be placed on the dash of the vehicle and must have the issue date and expiration date of the SPOA visible from outside the vehicle to avoid the issuance of a DD Form 1408.

g. Insurance must be maintained on the vehicle for the duration of the SPOA.

h. Upon initial vehicle registration by the AFI eligible person, they will be required to sign a statement appointing the local MVRO Director as an attorney-of-fact who will be authorized to dispose of their vehicle in the following cases:

(1) After a period of 30 days following the registered owner's PRD if no SPOA is appointed.

(2) The aforementioned 90-day SPOA has expired/insurance is not maintained for the vehicle during the SPOA period.

(3) The vehicle is determined abandoned by the installation Security Officer.

(4) The AFI registration has been expired for 120 days.

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 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.

RANDAZZO, J. Digitally signed by
RANDAZZO,JOHN.L
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J. L. RANDAZZO

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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. Tenant command personnel with reserved parking will 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. High Occupancy Vehicle (HOV) Parking. To mitigate parking shortages in the Capodichino Parking garages, divers may utilize the HOV parking system. Designated spots are available per ENCL (7) for authorized Drivers. Interested applicants should use the QRC code posted on the NSA Naples website and Facebook page to access the HOV/Ride-Share info page and complete the CAPO HOV Carpool Registration form in ENCL (6), or contact the NSA Naples Pass and ID Office at +39-081-568-4955 nsanaplesseccpassid@us.navy.mil. The NSA Naples Pass and ID Office will review and process requests, in coordination with the NSA Naples XO. Upon approval a parking placard will be issued for a HOV specific parking spot. This privilege will be strictly enforced. If you cannot maintain your carpool of 3 people, you are required to notify the NSA Naples IPI Office and return your spot. You must re-apply for your spot every 12 months to give others an opportunity to use the privilege.

Provisions of the NSA Naples HOV/Ride-Share program afford reserved parking in the East Garage for approved vehicles with 3 or more personnel who carpool on a daily basis to and from work at Capodichino.

Registration and participation in the HOV/Ride-Share program will be on a voluntary basis. Individuals approved for participation in the program will be issued a placard for a specific parking spot in the East garage. The placard must be displayed on the dashboard of the vehicle at all times. Each HOV/Ride-Share group can list up to 3 vehicles on their application. Participants are responsible for ensuring that the minimum number of (3) individuals are present in the vehicle when arriving/departing from parking spots reserved for the Ride-Share program.

To ensure program compliance, vehicles without the minimum number of passengers are **not allowed** to park in spots reserved for the Ride-Share program, even if the vehicle and passengers have been approved to participate in the program. Individuals who violate or abuse the provisions of the Ride-Share program will receive a parking citation and may have the HOV/Ride-Share privileges revoked for everyone listed on their Ride-Share application. Additionally, based on the severity of the infraction, violators may also lose their on-base driving privileges.

If a vehicle illegally parks in a Ride-Share spot, the affected Ride-Share participant should take note of the vehicle's license plate and report the violation to base security. Upon approval, participation in the HOV/Ride-Share program is restricted to 12 months. This provision will allow others to participate in the program by limiting the enrollment of those listed on the application to 12 months.

Note: there are a limited number of spots reserved for the CAPO carpool program, so provisions of the Ride-Share program will be strictly enforced.

4. 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.

5. 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 (rev. 9/23) (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 (Enclosure [3]). LTP requests thirty-one (31) days and over will be forwarded to the Security Office for review and final approval. Vehicle will be required and allowed to park 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 TAD/TDY 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. Personnel requesting LTPs are required to park their vehicles on the West Parking Garage Roof, Basement Level 1, and/or Basement Level 2.

6. LTP request. LTP requests can be obtained at the Pass and ID offices during normal working hours. They will be processed via email or at the window on a first come basis. LTP requests 31 days and over will be forwarded to the Security Department for review and final approval. Vehicle will be required to park at NAVSUPPACT Naples Support Site only. 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. LTP Passes for Flag Aides. Due to the nature of the work performed by Flag Aides, they are afforded a separate procedure for use of LTP in the west parking garage at Capodichino. Flag Aides will be issued a standardized LTP pass from their respective protocol offices or Chiefs of

Staff. These standardized passes will be managed as a controlled item and will be displayed in their POV IAW guidance outlined in the NSA Naples Parking Policy Instruction (NAVSUPPACTNAPLESINST 5560.8D). The Flag Aide LTP pass will only be used in conjunction with their official duties and should not be used for normal periods of leave and liberty which are covered by paragraph (4) of this Enclosure.

8. Urgent LTP Pass. For personnel in receipt of urgent/short-fused official travel orders which require the issuance of a LTP pass after normal working hours, an Urgent LTP pass can be obtained from the Pass and ID Office at the Support Site Main Gate. Issuance of the Urgent LTP pass requires the same documentation as the normal LTP pass issued by the NAVSUPPACT Naples Capodichino Pass and ID office during normal working hours. Please note that all other general provisions and guidelines of the NAVSUPPACT Naples Parking Policy (NAVSUPPACTNAPLESINST 5560.8D) still apply. After normal working hours, urgent LTP passes to park at Capodichino West Parking Garage may be requested at Support Site office, Monday through Friday, from 1600 to 2100, and Saturday, from 0730 to 1600, in person, providing all necessary documentation, or via email, to nsanaplessecpassid@us.navy.mil (also found in the NAVSUPPACT Naples Outlook Global Address List).

9. 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/infracton 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 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.

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.

LONG TERM PARKING REQUEST	Date of Request
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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 and will be processed on a first come first serve basis. Parking will be limited 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 exceeding fifteen (15) days at NSA Capodichino or thirty (30) days at Support Site will be forwarded to the Security Department for review and final approval. A copy of approved Leave Paperwork, TAD, or TDY Orders must be submitted with this request and can be mailed to: nsanaplessecpassid@us.navy.mil. The driver must also show proof of current and valid Motor Vehicle Registration and Insurance. The issued LTP pass shall be properly placed on the vehicle dashboard during the entire duration of the requested parking period.

FULL LEGAL NAME		RATE/RANK	COMMAND / DEPARTMENT		NATIONALITY
WORK TELEPHONE NR.		HOME TELEPHONE NR.		CELLULAR PHONE NR.	
HOME ADDRESS			REASON FOR REQUEST AND TRAVEL DESTINATION TDY/VACATION		
MARITAL STATUS SINGLE/MARRIED	SPOUSE ACCOMPANYING OWNER		PARKING DATE REQUEST		
			FROM:		TO:
VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VEHICLE COLOR	LICENSE PLATE NUMBER	

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

FULL LEGAL NAME	WORK TELEPHONE NR.	HOME TELEPHONE NR .	CELLULAR PHONE NR.
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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.

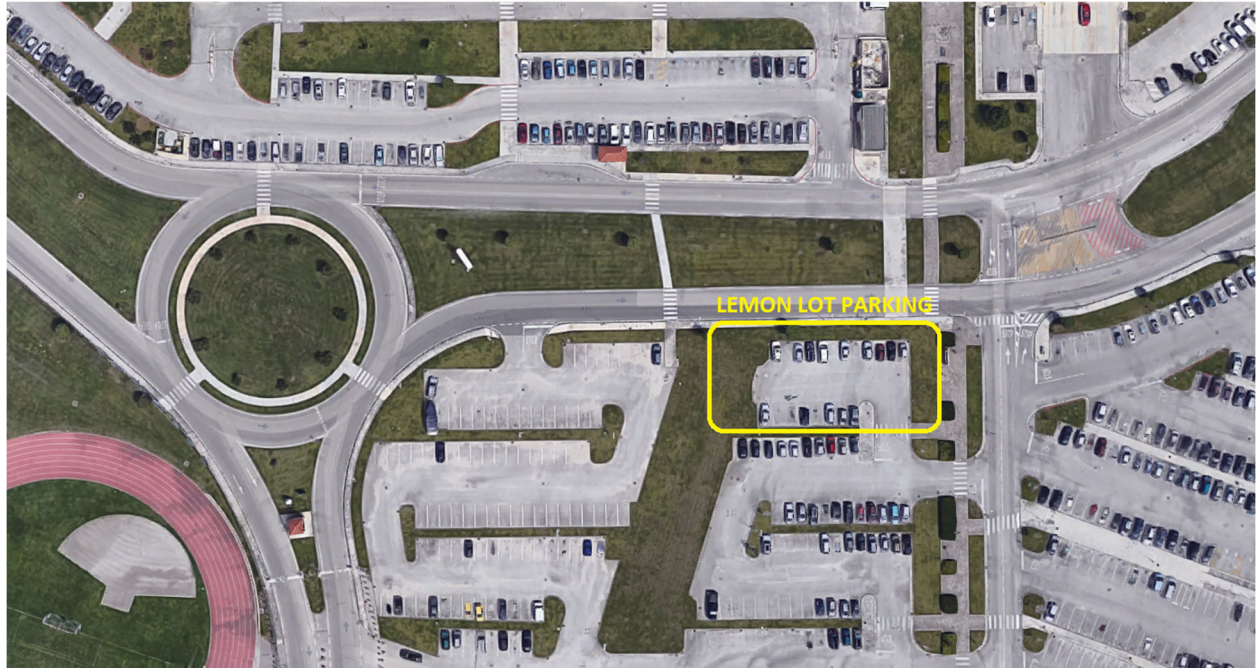
GRICIGNANO SUPPORT SITE LONG TERM PARKING MAP



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. Navy Medicine Readiness and Training Command (NMRTC) 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 (LLP). The NAVSUPPACT Naples LLP area (Enclosure 5) is designated for Allied Forces Italy (AFI) registered vehicles only. The LLP is operated by the NAVSUPPACT Naples Security Department via the Motor Vehicle Registration Office (MVRO). For rules, regulations, and how to request to park a vehicle in the lot, refer to MVRO via e-mail nsanaplesusedcarsaleslot@us.navy.mil or call DSN: 629-6892/6876. Any motor vehicles in the LLP area without an approved LLP pass, valid insurance coverage, current safety inspection, and current Allied Forces Italy (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. 9/23) 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 thirty-one (31) days and over will be forwarded to the Security Department 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. 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 thirty-one (31) days and over will be forwarded to the Security Department 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. Customer Parking will be strictly enforced.

GRICIGNANO SUPPORT SITE LEMON LOT VEHICLES MAP



CAPO HOV PARKING REGISTRATION APPLICATION

I _____ understand that under the provisions of the CAPO HOV/Ride-Share Program, I must identify 2 or more other individuals who will carpool with me on a daily basis to and from work at CAPO. I also acknowledge that **I cannot use this privilege if I don't have the minimum number** of (3) individuals in my vehicle when arriving or departing from parking reserved for carpooling, and that I will receive a citation to have the carpooling privileges of everyone listed on my registration revoked. Based on the circumstances of the violation, I may also lose my on-base driving privileges.

Note: there are a limited number of spots reserved for the CAPO HOV/Ride-Share program, so provisions of the program will be strictly enforced.

Send completed form to nsanaplesseccpassid@us.navy.mil

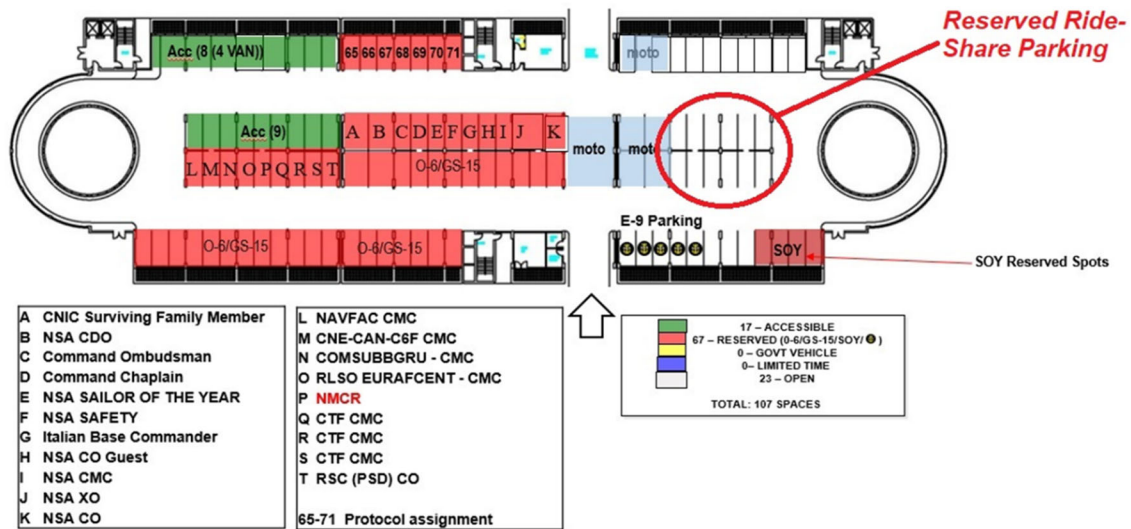
VEHICLE INFORMATION (Max 2):

- | | |
|-------------------|-------------------|
| 1. _____ | 2. _____ |
| Make/Model/Plate# | Make/Model/Plate# |

NAMES OF CARPOOL PARTICIPANTS:

- | | |
|------------------------|----------------|
| 1. _____ | _____ |
| Print Name / Signature | Command / DSN# |
| 2. _____ | _____ |
| Print Name / Signature | Command / DSN# |
| 3. _____ | _____ |
| Print Name / Signature | Command / DSN# |
| 4. _____ | _____ |
| Print Name / Signature | Command / DSN# |
| 5. _____ | _____ |
| Print Name / Signature | Command / DSN# |

CAPODICHINO PARKING MAP



CAPO East Garage, Ground Floor