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

NAVSUPPACTNAPLESINST 5560.1A
N00/N01G
31 Jul 25

NAVSUPPACT NAPLES INSTRUCTION 5560.1A

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DETACHMENT GAETA BASE ACCESS AND PARKING POLICY

Ref: (a) NAVSUPPACTNAPLESINST 11200.2B

Encl: (1) NSAND Gaeta Site Parking Map
(2) NSAND Gaeta Olde Mill Inn Site Parking Map
(3) Long Term Parking Request

1. Purpose. To establish base access procedures and parking policy for U.S. Naval Support Activity, Naples, Italy, Detachment Gaeta (NSAND Gaeta). This policy will define access procedures and identify parking zones and designated parking assignments.

2. Cancellation. NAVSUPPACTNAPLESINST 5560.1

3. Policy. Provide instruction on the process to access NSAND and 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 NSAND Gaeta and Olde Mill Inn.

4. Responsibility

a. Officer in Charge (OIC). In coordination with the NSA Naples Security Officer, oversee base access. In addition, the OIC will allocate reserved spaces to individuals and commands as required, and periodically review this policy.

b. Public Works Specialist

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

(2) Recommendations will be coordinated with the Gaeta Senior Enlisted Leader (SEL), and Gaeta Protocol Officer to ensure purpose and objectives are achieved. Upon approval by the OIC, the Gaeta Public Works Specialist will take action to designate the spaces as requested.

(3) Coordinate with the Gaeta SEL and Gaeta Protocol Officer to maintain updated parking diagrams of NSAND Gaeta.

c. Gaeta Protocol Officer

(1) Coordinate with requesting personnel and/or commands for personnel and vehicle access for those not assigned to NSAND Gaeta, and route base access requests through Italian counterparts. Maintain an updated Very Important Persons/Distinguished Visitor list of individuals who have been authorized base access and/or reserved parking spots.

(2) Make recommendations to the OIC 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. Gaeta Security Leading Chief Petty Officer (LCPO)

(1) Enforce the parking plan as delineated in reference (a) through administrative measures and use of booting for U.S. personnel and Allied Forces Italy-plated vehicles only.

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

e. Command Staff Judge Advocate. Provide support as requested, and review and prepare documents in Italian for review by the Italian Base Commander.

5. Base Access Requests

a. Personnel from U.S. Naval Support Activity (NAVSUPPACT), Naples, Commander, U.S. SIXTH Fleet, Naval Striking and Support Forces North Atlantic Treaty Organization (NATO), NATO Communications and Information Agency, and other institutions seeking to come aboard this Italian Navy facility along with respective vehicles will coordinate their requests with the Gaeta Community Liaison/Protocol office **no later than (5) five business days prior to arrival**. Exemption to this process is the following personnel in the positions of: NAVSUPPACT Naples Commanding Officer, Executive Officer, Command Master Chief, Security Officer, Assistant Security Officer, armory personnel, and military working dog personnel.

b. Per Italian Base Access procedures, NSAND Gaeta Community Liaison/Protocol Office will require the following information;

(1) Names, ranks and dates requested, along with NSAND Gaeta/USS MOUNT WHITNEY (LCC 20) sponsors/points of contact (POCs) associated with request.

(2) Common access card (CAC) holders entering in a government vehicle will have full access. NSAND Gaeta Community Liaison/Protocol Office will provide a courtesy e-mail to Italian Navy and for eventual requested honors rendered at entry control point for Flag or General Officers.

(3) For CAC holders entering in privately owned vehicles; names, ranks, dates, make, model, color, and license plate numbers.

(4) For non-CAC holders entering in privately owned vehicles; names, ranks, dates, make, model, color, plate numbers and nationality (with passport scans for non-U.S. passport holders).

(5) For personnel embarking or disembarking on U.S. ships or using multi-passenger vehicles.

(a) Name and nationality of the drivers, make, model, color, and license plate numbers (submitted five working days prior) for background checks;

(b) Passenger manifests with names, ranks, organization, and type of identification (ID) (CAC, NATO, Passport) with nationality, ID number, and date of birth.

(c) For above-mentioned requests, the Gaeta Community Liaison/Protocol contact is:

(1) Mr. P. Joseph "Joe" Maddock
Email: paul.j.maddock2.civ@us.navy.mil
Phone: (+39) 081 568-8380/ DSN: 314-626-8380

(2) Base M.M. POL/NATO Gaeta (ITN) Base Security Chief is:
LGT Marco Parisi
Email: marco.parisi@marina.difesa.it

6. Parking Placards. All personnel assigned to NSAND Gaeta are required to register their primary vehicles that will be entering the base with Gaeta Security by contacting Mr. Rosario Galizia at DSN: 314-626-8345 or by email at rosario.galizia.ln@us.navy.mil. Once vehicle is registered, a parking placard will be issued to the active duty member and or Department of Defense civilian/contractor. Parking placards are required for all vehicles entering NSAND Gaeta and Olde Mill Inn and must be displayed in the front-left side of the vehicle's windshield. Failure to properly display the placard may result in booting and/or revocation of on-base parking privileges of Allied Forces Italy-plated vehicles.

7. General Parking Spaces. White-lined general parking located on NSAND Gaeta is limited to 96 hours. Anything over 96 hours requires authorization from NSAND Gaeta OIC who can be reached at DSN: 314-626-8364 or commercial: +39-081-568-8364. General parking spaces are designated by a white box as pictured in enclosure (1).

8. Reserve Parking Spaces. Limited general parking availability on board NSAND Gaeta necessitates scrutiny in the delegation of spaces made available for reserved parking.

a. The last two rows of parking closest to port operations and security building 719, as pictured in enclosure (1) highlighted in a red box, are reserved for security personnel and port operation employees due to their 24/7 response requirements.

b. All parking in front of building 751, highlighted in green as pictured in enclosure (1), is reserved for local nationals shown in the highlighted box in enclosure (1).

c. Parking highlighted in blue are designated parking for government vehicles and USS MOUNT WHITNEY (LCC 20) reserved spaces as pictured in enclosure (1).

d. The remainder of the parking on board NSAND Gaeta highlighted in a white box as pictured in enclosure (1) remains a first come first serve policy.

e. Reserved parking will be tightly controlled and allocated on an equitable basis. All requests for reserved parking spaces will be routed to the OIC, NSAND Gaeta, Italy, for consideration and approval.

f. Reserved parking space privileges are generally extended to Flag Officers, Commanding Officers (CO), and Command Master Chiefs, and Senior Executive Service civilians. The OIC may consider other requests arising from special circumstances.

9. Red Lined Parking Spots. Indicates 2 hour parking temporary parking in front of the Post Office.

10. Motorcycle Parking. Motorcycles must park in designated "motorcycle parking" only. Motorcycles that park in automobile spots may result in suspension of on base driving and parking privileges.

11. Long-Term Parking. Olde Mill Inn is the only authorized long-term parking on board NSAND Gaeta. Long-term parking will be coordinated with the NSAND Gaeta Security Senior Enlisted Leader by utilizing the Long Term Parking Request, see enclosure (3). Personnel that prefer utilizing long-term parking at NAVSUPPACT Naples Support Site will coordinate through the NSA Naples Security Department/Pass and ID Office located on Support Site.

12. Penalties for improper parking. Allied Forces Italy-plated registered owners are responsible for their vehicles. Improper parking may result in suspension of on base driving and parking privileges.

13. Abandoned Vehicles. Allied Forces Italy-plated vehicles left unattended without coordination with the NSAND Gaeta OIC for 120 days or more will be considered abandoned. These vehicles will be processed as described in reference (a) in coordination with the Motor Vehicle Registration Office.

14. Scooters and Bicycles. All personnel riding a scooter or electric bicycles will be required to wear a helmet while riding a scooter or bicycle will on board NSAND Gaeta. All scooters and bicycles will be parked under the covered area next to the basketball court along the perimeter wall.

15. 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).

16. 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.

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J. L. RANDAZZO

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NAVSUPPACTNAPLESINST 5216.4DD
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Electronic via NAVSUPPACT Naples website:
https://cnreurafcent.cnic.navy.mil/Installations/NSA-Naples/About/Installation-Guide/DepartmentDirectory/N1-Administration-Department/Instructions/

NSAND GAETA SITE PARKING MAP

NSAND GAETA OLDE MILL INN SITE PARKING MAP

NAVSUPPACT NAPLES Form 5560/5 (Rev 1-20)

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: nsanaplessecpassid@us.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.

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

MARITAL STATUS	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.

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.

NAVSUPPACT NAPLES Form 5560/5 (Rev 6-20)