

ADMINISTRATIVE

All members on PCS orders reporting to Newport Naval Station for MOPC should bring the following supporting documents to expedite travel advance payments as well as assist admin with the gains process:

- Original stamped orders (with departure stamp from last duty station)
- All ORD MODS if issued
- Updated Page 2(NSIPS RED/DA) Needed if:
 - a. Dependent POC Mileage/ Per Diem
 - b. Dependent DLA
 - c. Family Separation Allowance (FSA)

(If member needs to print out a signed updated Page 2, log in to BOL and then OMPF for RED/DA official Page 2. **Note:** Page 2 has to be **updated** in NSIPS RED /DA but **printed** from BOL).

- SATO reservation if claiming a rental car.
- Estimate charges (the car rental receipt from the rental car company).
- CNA, if you were issued one due to non- availability of base lodging.
- Overseas screening if you require a ticket to travel overseas upon departure from MOPC
- Valid “no fee” passports. Newport Naval Station no longer has a passport agent. We can provide information and direction on how to obtain one. The closest passport agent is in Groton, CT.
- NATO orders needed, if you are going to Italy, Spain or Germany. If you were not provided them by your detaching command, request from Admin at check in.
- Continue Station Allowance letter is needed if your dependents are staying overseas at your last duty station so that OHA/COLA remains at their location

If you have any questions regarding the substantiating documents for check in, please contact the MOPC Admin directly at mopc_admin@usnwc.edu

LODGING

All lodging reservations are to be made by the member attending MSOC. The staff are no longer able to secure reservations on behalf of students. Due to the varying seasonal activities in the Newport area, we highly encourage you to make reservations as soon as you have a confirmed quota, and no later than one month prior to attending class.

Some key points to understand are:

- When making travel arrangements in DTS, please select Naval Station Newport, not the city of Newport.
- We have found the internet connection on base is severely lacking and is not conducive to on-line learning for the first two weeks of the course. IF possible we would recommend stay off base if the option is available to you. We are attempting to remedy that situation.

- Active duty members who desire to stay elsewhere (i.e. off base), keep in mind that without a Certificate of Non Availability (CNA) issued by NGIS and/or in Defense Travel System (DTS), you will only be reimbursed the lowest NGIS day rate. (Currently \$75.00).
- MOPC students typically receive unaccompanied orders. Coordinate with NGIS if a spouse or family is staying with you during the five week class. Please call 1-877-NAVY-BED (628-9233) or visit WWW.DODLODGING.NET. NGIS customer service is located in Building 1312.

This includes the Newport Chalet. NGIS / Navy Lodge information is listed below:

Newport CBH: (401) 841-7900 DNS: 841-7900. Pets are not allowed at the NGIS.

Navy Lodge Newport: Tel: 800-628-9466 or locally (401) 849-4500. Pet friendly rooms.

- If you are going to arrive late, it is imperative to call your respective lodging facility to ensure your room is held.
- The following meal rates apply: Gov't Quarters Available=Proportional Meal Rate (PMR); No Gov't Quarters. Available=Commercial Meal Rate (CMR).
- Although messing is available, be advised students typically do not have the necessary allotted time to attend normal lunch hours.

The below local hotels provide military rates. These hotels are provided as a reference for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the Department of the Navy.

East Island Reserve

Homewood Suites

Residence Inn

Quality Inn

Comfort Inn

Howard Johnson

Hampton Inn

Mainstay

Marriot

Holiday Inn