

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
- Official NAPVERS 1070/602 (also known as your Page 2) Needed if:
 - Dependent POC Mileage/Per Diem
 - Dependent DLA
 - Family Separation Allowance

NOTE: You can obtain an Official Copy of your NAVPERS 1070/602 from your BOL in your OMPF

- Original SATO reservation if claiming a rental car
- Estimate Rental Car charges (you receive this when you pick up your rental)
- CNA, if you were issued one due to non- availability of base lodging
- Lodging or Hotel Receipt with Check In Date, Check Out Date and Daily Room Rate
- Overseas screening if you require a ticket to travel overseas
- Valid “no fee” passports. Ms. Karla Cook is our Passport Agent. You must contact her upon Arrival to submit application
- 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. We will require Date and Location of Departure to your Ultimate Duty Station
- 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 MOPC. 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.
- 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. 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

985 E. Main Road, Middletown, RI 02842

401-845-8300

Homewood Suites

348 W. Main Road, Middletown, RI 02842

401-848-2700

Residence Inn

325 W. Main Road, Middletown, RI 02842

401-845-2005

Quality Inn

936 W. Main Road, Middletown, RI 02842

401-846-7600

Comfort Inn

936 W. Main Road, Middletown, RI 02842

401-846-7600

Howard Johnson

351 W. Main Road, Middletown, RI 02842

401-849-2000

Hampton Inn

317 W. Main Road, Middletown, RI 02842

401-848-6555

Mainstay

151 Admiral Kalbfus Road, Newport, RI 02840

401-849-9880

Marriott

325 W. Main Road, Middletown, RI 02842

401-845-2005

Holiday Inn

855 W. Main Road, Middletown, RI 02842

401-848-7128