



**DEPARTMENT OF THE NAVY**

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY

PSC 817 BOX 1

FPO AE 09622-0001

Canc: Dec 23

NAVSUPPACTNAPLESNOTE 5215

N12

16 Jul 23

NAVSUPPACT NAPLES NOTICE 5215

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

Subj: NUMERICAL INDEX OF CURRENT U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DIRECTIVES

Ref: (a) OPNAVINST 5215.17A, Navy Directives Management Program  
(b) NAVADMIN 268/18

Encl: (1) NAVSUPPACT Naples Instructions  
(2) NAVSUPPACT Naples Policies  
(3) NAVSUPPACT Naples Notices  
(4) NAVSUPPACT Naples Instructions cancelled

1. Purpose. To issue a numerical index of current U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, directives as required by references (a) and (b).

2. Information. Enclosure (1) is a list of NAVSUPPACT Naples instructions in effect. Enclosure (2) is a list of NAVSUPPACT Naples policies, enclosure (3) is a list of NAVSUPPACT Naples notices, and enclosure (4) is a list of NAVSUPPACT Naples cancelled instructions. Directives contained in enclosures (1) through (3) can be viewed at the NAVSUPPACT Naples website: <https://cnreurafcenavy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

3. Instruction Age Requirement, Cancellations, and Revisions

a. Per references (a) and (b), 10 years from the date of issuance, an instruction that has not been revised (as contrasted with changed, such as a change transmittal as per subparagraph 3d) requires revision and reissuance, if it is still required, or cancellation, unless it meets one of the exceptions in paragraph 9 of reference (a).

b. If an instruction is considered to be valid and current and a revision is not required by the age requirement anniversary date, at a minimum, the instruction must be reissued under the next alphabetical suffix with a new date and signature. At any time an instruction is determined to require a revision or cancellation, the instruction must be processed for revision or cancellation as soon as the need for revision or cancellation is known.

c. If an instruction is not revised, reissued, or cancelled by its age requirement anniversary date, and it does not meet one of the exceptions in paragraph 9 of reference (a), it will be processed for cancellation by the command or activity Directives Control Point (DCP). The cancellation process must include review and concurrence by all major stakeholder commands/activities, and must include an appropriate legal review.

d. Change transmittals do not suffice as a revision and reissuance of a Navy instruction. Hence, the date of a change transmittal is not considered the issuance date or revision date of an instruction. The date of the initial basic version of an instruction is the actual issuance date.

e. All Navy notices are self-cancelling and cannot be in effect for more than one year. If a contingency has not been met within the contingency period (no more than one year), a new notice with a new date and signature must be reissued, or consider issuing an instruction instead.

#### 4. Extension Requests for Instructions and Notices

a. With an allowable 10-year age requirement for instructions, extensions will no longer be allowed.

b. Exceptions may be made to the cancellation process where legal requirements or other special situations dictate continuance. The justification for these legal requirements and special situations must be documented and undergo an appropriate legal review.

(1) No more than two extensions will be allowed, and each extension should not be for more than 12 months. Approval by NAVSUPPACT Naples Commanding Officer is required for each extension.

(2) Extension requests must be submitted via an action memorandum at least 90 days prior to the 10-year anniversary date for the first extension and at least 90 days prior to the 11-year anniversary date for the second extension. All extension requests must include a valid justification for the extension.

#### 5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administrative, 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).

RANDAZZO.JOH  
N.LUCIAN.10354  
61376  
J. L. RANDAZZO

Digitally signed by  
RANDAZZO.JOHN.LUCIAN.1  
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Date: 2023.07.17 08:44:50  
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<u>Number</u>	<u>Date</u>	<u>Subject</u>	<u>Orig.</u>
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<u>1700.9L</u>	23 MAY 23	SAILOR OF THE QUARTER AND YEAR PROGRAM	N00E
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<u>1746.19L</u>	5 MAY 21	REGULATIONS AND PROCEDURES FOR THE SALE OF PACKAGED LIQUOR AND OTHER ALCOHOLIC	N01J

Enclosure (1)

NAVSUPPACT NAPLES INSTRUCTIONS

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<u>3060.1P</u>	23 MAY 18	EMERGENCY RECALL OF KEY PERSONNEL	N1
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<u>12451.5B</u> <u>(CH-2)</u>	23 FEB 18	U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY CIVILIAN EMPLOYEE OF THE QUARTER OR YEAR	N01
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NAVSUPPACT NAPLES POLICIES

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<u>17 JUL 23</u>	OCCUPATIONAL SAFETY AND HEALTH POLICY
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<u>Number</u>	<u>Date</u>	<u>Subject</u>
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<u>1610</u>	24 APR 23	PLAN OF ACTION FOR SUBMISSION OF DETACHMENT OF REPORTING SENIOR PERFORMANCE EVALUATIONS
<u>1610</u>	27 DEC 22	PLAN OF ACTION AND MILESTONES FOR SUBMISSION OF FISCAL YEAR 2023
<u>5000</u>	7 JUN 22	OBSERVANCE OF HOLIDAYS FOR U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY FOR FISCAL YEAR 2023
<u>5040</u>	2 NOV 22	INTERNAL OVERSIGHT PLAN FOR FISCAL YEAR 2023
<u>5215</u>	16 JUL 23	NUMERICAL INDEX OF CURRENT U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, DIRECTIVES
<u>5215</u>	15 JUN 22	CANCELLATION OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, INSTRUCTIONS
<u>6110</u>	6 JUL 23	PHYSICAL FITNESS ASSESSMENT FOR CALENDAR YEAR 2023
<u>12630</u>	24 JAN 23	REST DAYS FOR LOCAL NATIONAL EMPLOYEES FOR CALENDAR YEAR 2023

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NAVSUPPACT NAPLES INSTRUCTIONS CANCELLED

<u>Number</u>	<u>Date</u>	<u>Subject</u>	<u>Orig.</u>	<u>Cancelled Date</u>
1740.1E	21 APR 20	FAMILY CARE PLAN POLICY	N1	15 JUN 23
4066.1H	8 OCT 09	UTILIZATION OF SIDEWALK SPACE IN FRONT OF THE NAVY EXCHANGE/COMMISARY STORE COMPLEX	NEX	30 SEP 22
4250.1E	25 APR 19	POSTING OF ADVERTISEMENT SIGNS IN NAVY EXCHANGE AREA	NEX	15 JUN 23
4400.3F	25 JUN 96	TOBACCO PRODUCTS RATIONING	N333	24 MAR 23
4400.5E	2 OCT 03	ORDERING AND RELEASING OF TAX- FREE TOBACCO PRODUCTS IMPORTED INTO ITALY	N333	24 MAR 23
5420.14D	23 AUG 06	GENERAL SERVICE FUNDS ADVISORY COMMITTEES	N8	16 MAR 23
7040.2G	9 FEB 18	GENERAL SERVICES FUND	N8	16 MAR 23
10340.1H	25 NOV 98	POLICY GOVERNING PROCUREMENT AND RETAIL SALE OF TAX-FREE PETROLEUM PRODUCTS (POL) "P" COUPONS IN ITALY, FOR USE IN PRIMARY OWNED AFI VEHICLES	N333	24 MAR 23
10340.3F	11 MAY 93	PROCEDURES FOR ISSUE AND RECEIPT OF TAX-FREE PETROLEUM PRODUCT (POL) COUPONS FROM NAVSUPPACT NAPLES	N333	24 MAR 23
10340.7C	8 APR 97	SALE OF FUEL AND MOTOR OIL COUPONS TO ITALIAN MILITARY AND CIVILIAN PERSONNEL SERVING AT INTERNATIONAL ALLIED MILITARY HEADQUARTERS IN ITALY	N333	24 MAR 23

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NAVSUPPACT NAPLES INSTRUCTIONS CANCELLED

10340.8F	1 DEC 98	POLICY GOVERNING TAX-FREE PETROLEUM PRODUCTS (POL) "G" SERIES COUPONS FOR USE IN ITALY BY OFFICIAL, RENTED AD PRIVATELY OWNED VEHICLES TRAVELING IN OFFICIAL BUSINESS	N333	24 MAR 23
10340.10D	2 NOV 00	POLICY GOVERNING THE PROCUREMENT AND RETAIL SALE OF TAX-FREE LIQUEFIED PETROLEUM GAS (LPG) COUPONS FOR USE BY U.S. AND NATIONAL ALLIED TREATY ORGANIZATION (NATO) FORCES IN ITALY	N333	24 MAR 23
11104.2B	16 NOV 20	STANDARD OPERATING PROCEDURES FOR DISTINGUISHED VISITOR ACCOMODATIONS AT NAVSUPPACT NAPLES NAVY GATEWAY INNS AND SUITES (NGIS)	N93	16 MAR 23