



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1710.6J CH-1
N92
24 Jul 23

NAVSUPPACT NAPLES INSTRUCTION 1710.6J CHANGE TRANSMITTAL 1

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY AUTO SKILLS CENTER

1. Purpose. To promulgate change transmittal 1 to subject instruction, reporting changes to paragraph 4b(1) of this instruction.

2. Action.

a. Page 2, Paragraph 4b(1): Change from “Chip cards are available for purchase at the facilities customer service counter or at the Tickets and Travel” office into “ Chip cards are available for purchase at the facilities customer service counter”.

3. 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).

4. 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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RANDAZZO.JOHN.LUCIAN.
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Date: 2023.07.24 09:55:52
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J. L. RANDAZZO

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administratio_n_n1/administrative_services/instructions.html



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NAVSUPPACTNAPLESINST 1710.6J
N92
16 APR 2019

NAVSUPPACT NAPLES INSTRUCTION 1710.6J

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

Subj: U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY AUTO SKILLS CENTER

Ref: (a) DoD Instruction 1015.10 of 6 July 2009
(b) CNICINST 1710.3

1. Purpose. To set forth policies and regulations governing the operation of the U.S Naval Support Activity (NAVSUPPACT), Naples, Italy, Auto Skills Center.

2. Cancellation. NAVSUPPACTNAPLESINST 1710.6H

3. Information

a. The NAVSUPPACT Naples Auto Skills Center is operated under the cognizance of the NAVSUPPACT Naples Community Recreation Director. Eligible patrons are listed in reference (a).

b. The Auto Skills Center provides services and facilities for minor repairs and cleaning of privately-owned motor vehicles.

c. Fees and charges for use of the facility and equipment rental are decided by the combination of smart business practices, customer feedback and budget climate.

4. Regulations

a Auto Repair

(1) All work will be self-service. Use of the facility to repair vehicles for personal gain is prohibited.

(2) Vehicles may not remain in the shop overnight except in unusual cases, and then only with permission of the facility supervisor.

(3) Patrons are not authorized to check-out or rent tools to be used outside of the Auto Skills Center.

(4) Vehicles must be checked in and out by facility attendant.

16 APR 2019

(5) Patrons using stalls will be responsible for cleaning the area prior to securing.

(6) Patrons not compliant with the above regulations may be denied further use of the facility.

b. Auto Care Equipment

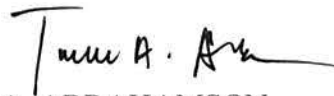
(1) All auto care equipment (vacuum cleaners, hand-held pressure spray and automatic car washer) require the chip card for operations. Chip cards are available for purchase at the facilities customer service counter or at the Tickets and Travel Office.

(2) Patrons are required to follow the operating instructions posted for each piece of equipment.

(3) Patrons are not in compliance with the above regulations may be denied further use of the equipment and facility.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

6. 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 automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACT NAPLES INST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html