



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

NAVSUPPACTNAPLESINST 11000.1F
N4
17 Feb 23

NAVSUPPACTNAPLESINSTRUCTION 11000.1F

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

Subj: BUILDING MANAGER PROGRAM

Ref: (a) OPNAVINST 3120.32D
(b) CNICINST 11000.3A
(c) NSA Naples Building Manager Handbook

Encl: (1) Building Manager Designation Letter
(2) Building Manager Placard Template

1. Purpose. To issue guidance for maintaining all facilities and structures in a safe and functional condition per reference (a), and establish an installation-wide Building Manager Program per reference (b). The details for the program are outlined in reference (c). Reference (c) can be obtained from the Public Work Department Facilities Operations Specialist assigned to a facility.

2. Cancellation. NAVSUPPACTNAPLESINST 11000.1E.

3. Background. Shore facilities and structures represent important and critical investment and readiness components that must be managed with the same degree of commitment, scrutiny, and support as ships, aircraft, and weapons systems. Establishing an effective program is essential to ensuring the shore is capable of supporting the Warfighter in the execution of their mission. The success of this program requires the involvement of all host and tenant commands, regardless of military service or resource sponsor, to ensure facility condition discrepancies are found, documented, prioritized, and corrected in a timely manner. Inherent as part of any host-tenant agreement are the basic tenant responsibilities to include building oversight, cleanliness, and the assignment of a Building Manager (BM), Facility Coordinator (FC), and Building Energy Monitor (BEM). The BM and/or FC is responsible for conducting zone inspections, initiating and tracking service calls, and coordinating project requests with the assigned Facilities Operations Specialist (FOS) within the Public Works Department (PWD) Requirements Branch. The U.S. Naval Support Activity (NAVSUPPACT), Naples Building Manager Program is designed to create a defined conduit from the building occupants through their assigned BM to the PWD. Each PWD FOS supports BMs for all facility related issues and requires BM participation to ensure proper facility safety, maintenance, and function.

4. Responsibilities

a. All tenant commands must institute a Building Manager Program consistent with this instruction by assigning BMs and FCs with clearly defined areas of responsibility for each facility used in support of their respective mission.

17 Feb 23

(1) BM is the title used to describe a person that manages multiple facilities or a large single facility. In multi-tenant facilities, the preponderant command within the facility is to assign the BM. BMs should have a minimum of one year remaining onboard prior to official designation via enclosure (1).

(2) FC is the title used to describe a person that manages a minor tenant's space within a large facility. Multiple FCs may coordinate with a single BM in multi-tenant facilities.

b. Each BM/FC will follow the program as described in reference (c). BMS and FCs will attend initial training provided by PWD to develop familiarity with reference (c).

c. Each BM will ensure enclosure (2) is posted at every building entrance and includes the name and telephone number of primary and alternate BMs.

d. The PWD will support and assist the BMs/FCs in the execution of their duties by ensuring that each BM/FC are provided with updated contact information for their assigned FOS. FOSs will engage regularly and proactively with BMs/FCs to ensure facility needs are being addressed.

5. Action

a. Tenant commands will initiate and manage the program described in this instruction and listed references as follows:

(1) For multi-tenant facilities, the command with the majority presence, as identified by PWD, will appoint the BM. Other commands utilizing space within the same facility may appoint an FC. The BM/FC must be military E5 or above or civilian GS-09/WG-10/equivalent local national grade or above. The BM/FC must have the authority to enforce environmental compliance, energy conservation, and building operations policies and procedures. The BM/FC must have a security clearance level commensurate with the access requirements within their facility.

(2) Designate BMs/FCs to the PWD using enclosure (1), and annually re-designate BMs/FCs. Provide a new BM/FC designation within 30 days in case of vacancy.

(3) Ensure BMs/FCs attend initial and follow up training provided by the PWD.

(4) Ensure BMs/FCs maintain awareness of all regular inspections in their facility.

(5) Submit facility repair, construction, and maintenance requests to the BM/FC as outlined in reference (c).

(6) The BM/FC will perform duties as outlined in reference (c).

b. The PWD will:

(1) Designate the PWD Requirements Branch Head as the Building Manager Program Coordinator.

17 Feb 23

(2) Retain BM/FC appointment letters for two years. Provide a confirmation memorandum to the BM/FC confirming receipt of their appointment letter and provide the identification of the PWD FOS they are to work with.

(3) Maintain a current BM/FC list with contact information. Provide initial and recurring training for BMs/FCs. Document attendance and retain records covering BM/FC training.

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.

STEWART.JAME
S.W.1160963766

Digitally signed by
STEWART.JAMES.W.1160963766
6
Date: 2023.02.16 16:36:58
+01'00'

J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT NAPLES Web site:

<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

17 Feb 23

BUILDING MANAGER DESIGNATION LETTER

11000
Dd Mmm YY

From: Commander, Tenant Command Name
To: PWD Building Manager Coordinator

Subj: DESIGNATION AS BUILDING MANAGER

Ref: (a) PWD Building Manager Handbook

1. This Designation Letter appoints [Nominee Name] as the [Building Manager/Building Manager Alternate] for [tenant activity name/building number(s)], effective [date]. [Nominee Name] is this command's point of contact for all facility and infrastructure issues and should be placed on the Authorized Caller List.
2. Please remove [Former Building Manager] as the [Building Manager/Building Manager Alternate] for [tenant activity name/building number(s)], effective [date], and remove him/her from the Authorized Caller List.
3. My point of contact in this matter is CDR First Last who can be reached via e-mail: first.last.mil@us.navy.mil.

I. M. COMMANDER

Copy to:
PWD Building Manager Coordinator

Enclosure (1)

BUILDING MANAGER

FOR BUILDING ### ISSUES, CALL:

BUILDING
MANAGER'S
NAME

ALTERNATE'S
NAME



Tel: 555 555 5555

ANYONE CAN SUBMIT AN EMERGENCY SERVICE CALL.