



DEPARTMENT OF THE NAVY

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

NAVSUPPACTNAPLESINST 11300.3F

N4

17 OCT 22

NAVSUPPACT NAPLES INSTRUCTION 11300.3F

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

Subj: PROCEDURES FOR SCHEDULED, URGENT, AND EMERGENCY UTILITY
INTERRUPTIONS

Encl: (1) Procedure for Scheduled Utility Interruptions
(2) Procedure for Urgent Utility Interruptions Outages
(3) Utility Interruption/Digging Permit Request Form
(4) Utility Interruption Notification Form
(5) Public Works Unplanned Utilities Interruption Procedures

1. Purpose. To establish procedures and actions to be taken in instances of scheduled and emergency (unscheduled) interruption of certain installed utilities.

2. Cancellation. NAVSUPPACTNAPLESINST 11300.3E.

3. General. U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy is responsible for support and maintenance of utilities installed in most activities in the Naples, Italy area. This directive establishes procedures and provides guidance for personnel in instances of scheduled and emergency interruptions of certain installed utilities.

4. Action

a. Scheduled Interruptions. When a utility interruption is required, addressees will ensure that the procedures and guidance contained in enclosure (1) are carried out as applicable.

b. Urgent Interruptions. In the event of a critical situation requiring an urgent utility interruption, addressees will ensure that the procedures and guidance contained in enclosure (2) are carried out as applicable.

c. Emergency/Imminent Danger Interruptions. Should a case of imminent danger to life or property occur, utility services shall be interrupted without prior notice. In the event an imminent danger interruption becomes necessary, the following procedure will be followed:

(1) Public Works Department (PWD) will immediately mobilize resources to execute the outage and determine the required duration of the interruption. Utilities will be restored when the imminent danger situation has been corrected.

(2) PWD will, as soon as possible, notify NAVSUPPACT Naples Command Duty Officer, NAVSUPPACT Naples Commanding Officer, and all affected commands of the cause and anticipated duration of the interruption.

d. Unscheduled/Non-Emergency Interruptions. Commercial utility services frequently fail without prior notification to PWD. In addition, equipment failures in the base utilities distribution systems can cause unscheduled interruptions of utility services. In the event of an unscheduled interruption of utility service, the following actions should be initiated:

(1) Activities experiencing an outage will notify the 24 hours service line, PWD Full Service Desk, at DSN: 314-626-4981/Comm: +39-081-568-4981 of the type and location of service interrupted. DSN: 314-626-4981 is a 24 hour service.

(2) PWD will, as soon as possible, notify NAVSUPPACT Naples Command Duty Officer and all affected commands of the cause and anticipated duration of the interruption.

5. 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).

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 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.

7. Forms. All applicable forms can be found at:
<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Forms/>

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Releasability and distribution:
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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/>

PROCEDURE FOR SCHEDULED UTILITY INTERRUPTIONS

1. Utility (power, water, steam, gas, etc.) interruptions are critical to maintaining operations at U.S. Naval Support Activity, Naples, Italy. Many are unforeseen "emergencies", such as the result of equipment failure or weather; however, some interruptions are intentionally scheduled to allow needed maintenance or repair of existing systems, or to install new systems (i.e., new construction).

2. In order to provide our customers with the best utility services possible and keep disruption of critical operations to a minimum, we have developed the following procedures for scheduled utility interruptions:

a. Authorization. Prior to scheduling a utility interruption, a Utility Interruption Notification/Digging Permit Request Form (enclosure (3)) must be submitted to Public Works Department (PWD) for approval at least ten working days in advance of the interruption. Enclosure (3) must include the date, time, duration required, facilities affected (if known), and justification for the interruption. It shall also include a funding cite (for reimbursable customers) to compensate PWD for services rendered. The points of contact at PWD are:

Capodichino Production Division Director PWD	314-626-2251
Capodichino Full Service Desk	314-626-4981
PWD Operations Center	337.122.9310
PWD Alternate Public Works Officer (APWO)	337.128.8545

b. Notice of Utility Interruption. PWD will evaluate the effect of the interruption and determine the level and extent of notification appropriate. The following notifications are required:

(1) Notice Memorandum - PWD will circulate a memorandum to each affected customer group and have authorized representative sign to acknowledge the interruption. This measure is required for all interruptions. Enclosure (4) is a sample.

(2) Advertisement of utility interruptions will be made via the appropriate communication streams to ensure operation security is maintained. Outage notifications will be made when the utility interruption affects numerous tenants, departments, and operations. PWD will advertise the interruption at least one week in advance.

c. Building 440 (C4I) - Due to the importance of this facility, no utilities shall be secured without the express written permission of one of the following: PWO, APWO and Naval Computer and Telecommunications Station Power Division.

PROCEDURE FOR URGENT UTILITY INTERRUPTIONS OUTAGES

1. In the event that an urgent interruption of utility service is required and cannot be scheduled to meet the notification criteria specified in enclosure (1), the procedures listed below must be followed. An urgent situation poses a threat to personnel safety or continued damage to Government property. Impaired operations may also constitute an urgent situation. Failing to plan ahead does not constitute an urgent situation.

a. Authorization. Prior to scheduling an urgent utility interruption, a Utility Interruption Notification/Digging Permit Request Form (enclosure (3)) must be submitted to and approved by Public Works Department (PWD). The Interruption Form must include the date, time, duration required, facilities affected (if known), and justification for the interruption. It shall also include a funding cite (for reimbursable customers) to compensate PWD for services rendered. The points of contact at PWD are:

Capodichino Production Division Director PWD	314-626-2251
Capodichino Full Service Desk	314-626-4981
PWD Operations Center	337.122.9310
PWD Alternate Public Works Officer	337.128.8545

b. Notification. All affected Commanding Officers, and U.S. Naval Support Activity, Naples, Italy Department Heads, or their designated representatives, will be notified as much in advance as possible. PWD will obtain written concurrence from each command or department. Enclosure (4) serves as a sample for the memorandum.

UTILITY INTERRUPTION/DIGGING PERMIT REQUEST FORM

NAVSUPPACT NAPLES FORM 11300/1 (New 10-22)

Date submitted: DMMYY

From: _____

To: Public Works Department

Subj: UTILITY INTERRUPTION PERMIT

Ref: NAVSUPPACT NAPLES INSTRUCTION 11300.3F

1. Utility interruption is scheduled for _____.
(A minimum of ten working days advance notice must be provided.)

2. Utilities which will be affected are: _____

3. Valves/circuits/lines to be affected (Sketch(es) attached): _____

4. Building/customers to be affected (if known): _____

5. Funding Cite/Job Order Number: _____
(Reimbursable Customers Only)

Endorsements:

PW PRODUCTION DIRECTOR (N45)

Concur/Non-Concur

Name: _____

Signature: _____

Comments or Reason for Non-Concurrence: _____

1. Comments as noted above.

UTILITY INTERRUPTION NOTIFICATION FORM

NAVSUPPACT NAPLES FORM 11300/2 (New 10-22)

Date: _____

From: Public Works Department

To: _____

Subj: UTILITY INTERRUPTION NOTIFICATION

Ref: NAVSUPPACT NAPLES INSTRUCTION 11300.3F

1. A utility interruption is scheduled for _____.
2. Utilities which will be affected are: _____

PWD Production Director

Acknowledged by:

Name	Command	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Public Works Unplanned Utilities Interruption Procedures

1. Upon the report of a loss of power, water, or any other utility; the Duty Seabee or Public Works Department (PWD) Service Desk will contact the PWD Operations Center for immediate assistance from the corresponding standby crew.
2. The PWD Operations Center will notify the appropriate chains command and contact local Utility Company (if necessary).
3. PWD will contact The U.S. Naval Support Activity Naples, Italy, Command Duty Officer (CDO). CDO will contact the Commanding Officer or Executive Officer (if necessary)
4. PWD Operations Center or Utilities and Energy Management branch shall initiate recall as appropriate.
5. PWD Operations Center will monitor all the facilities with backup generator for proper functionality and monitor fuel levels.
6. PWD Transportation Branch will contact duty drivers if refueling is necessary or schedule a fuel delivery.

Upon utilities being restored, PWD will contact the appropriate chains of command.