



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 4250.1E
NEX

25 APR 2019

NAVSUPPACT NAPLES INSTRUCTION 4250.1E

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

Subj: POSTING OF ADVERTISEMENT SIGNS IN NAVY EXCHANGE AREA

1. Purpose. To improve the appearance of the Navy Exchange (NEX) building and monitor the nature of information being disseminated, the posting of signs or posters will be permitted only with prior approval from the General Manager of the NEX.
2. Cancellation. NAVSUPPACTNAPLESINST 4250.1D
3. Action. The NEX General Manager is responsible for approval of all signs prior to posting. The following procedures are provided for this purpose:
 - a. Signs will be turned in to the NEX Administration Office, located through the door on the right side of the Customer Service area. Each sign will have the submission date marked in the bottom right corner. Commercial signs will not be posted.
 - b. Organizational signs will not exceed 12" x 14" and may be posted for 14 days. Only one sign per event is permitted. The sign should include organizational name, date of event, and point of contact and telephone number.
 - c. Signs will be disposed of by the NEX.
 - d. All unauthorized signs will be removed and disposed of without prior notification.
4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.
5. 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 10 years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.


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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

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