



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

NAVSUPPACTNAPLESINST 5030.1EE CH-2
N00
12 MAY 2021

NAVSUPPACT NAPLES INSTRUCTION 5030.1EE CHANGE TRANSMITTAL 2

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

Subj: ASSIGNMENT OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY,
ORGANIZATIONAL CODES

Encl: (1) Revised page 3

1. Purpose. To promulgate change transmittal 2 to subject instruction.
2. Action. Update U.S. Naval Support Activity, Naples, Italy, organizational codes list to change N7 (Training Officer) into N36 (Training Officer) on page 3 of the basic instruction.
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.


J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

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

12 MAY 2021

<u>Code</u>	<u>Title</u>
	<u>Training</u>
N36	Training Officer
	<u>Public Works Department (Facilities and Environmental)</u>
N4	Public Works Officer
N45	Installation Environmental Program Director
	<u>Installation Business Manager/Strategic Plans and Programs Office</u>
N5	Installation Business Manager/Strategic Plans, Programs and Financial Manager
N5A	Deputy, Installation Business Manager/Strategic Plans, Programs and Financial Manager
	<u>Information Management/Information Technology/ Command and Control</u>
N6	Information Management (IT) Program Management
N61	Command Control Communications and Protection C3P Ashore
N64	Information Assurance/Security Services
N65	Managed Information Technology Services
	<u>Installation Comptroller</u>
N8	Installation Comptroller
	<u>Fleet and Family Support Center</u>
N91	Director
N911	Counseling Advocacy and Prevention Division
N912	Work and Family Life Division
	<u>Morale Welfare and Recreation Department</u>
N92	Director
N92A	Administration Division
N921	Mission Essential Division
N922	Community Activities Division
N923	Business Manager
N926	Child Development Center Division
	<u>Housing Department</u>
N93	Director
N93A	Administration Division
N932	Navy Gateway Inns and Suites
N933	Military Liaison
N934	Resources Division



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NAVSUPPACTNAPLESINST 5030.1EE CH-1
N00
1 FEB 2021

NAVSUPPACT NAPLES INSTRUCTION 5030.1EE CHANGE TRANSMITTAL 1

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

Subj: ASSIGNMENT OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY,
ORGANIZATIONAL CODES

Encl: (1) Revised page 3

1. Purpose. To promulgate change 1 to subject instruction.
2. Action. Update page 3 of the basic instruction to include N8 (Installation Comptroller) in the U.S. Naval Support Activity, Naples, Italy, organizational codes list.
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.


J.W. STEWART

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Lists: I and II

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

1 FEB 2021

<u>Code</u>	<u>Title</u>
	<u>Public Works Department (Facilities and Environmental)</u>
N4	Public Works Officer
N45	Installation Environmental Program Director
	<u>Installation Business Manager/Strategic Plans and Programs Office</u>
N5	Installation Business Manager/Strategic Plans, Programs and Financial Manager
N5A	Deputy, Installation Business Manager/Strategic Plans, Programs and Financial Manager
	<u>Information Management/Information Technology/ Command and Control</u>
N6	Information Management (IT) Program Management
N61	Command Control Communications and Protection C3P Ashore
N64	Information Assurance/Security Services
N65	Managed Information Technology Services
	<u>Training</u>
N7	Training Officer
	<u>Installation Comptroller</u>
N8	Installation Comptroller
	<u>Fleet and Family Support Center</u>
N91	Director
N911	Counseling Advocacy and Prevention Division
N912	Work and Family Life Division
	<u>Morale Welfare and Recreation Department</u>
N92	Director
N92A	Administration Division
N921	Mission Essential Division
N922	Community Activities Division
N923	Business Manager
N926	Child Development Center Division
	<u>Housing Department</u>
N93	Director
N93A	Administration Division
N932	Navy Gateway Inns and Suites
N933	Military Liaison
N934	Resources Division



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NAVSUPPACTNAPLESINST 5030.1EE
N00
14 DEC 2020

NAVSUPPACT NAPLES INSTRUCTION 5030.1EE

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

Subj: ASSIGNMENT OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY,
ORGANIZATIONAL CODES

1. Purpose. To promulgate the assignment of organizational codes for departments and Special Assistants of U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy.
2. Cancellation. NAVSUPPACTNAPLESINST 5030.IDD
3. Action. Organizational codes for NAVSUPPACT Naples are assigned as follows:

Code

Title

Executive/Special Assistants

N00	Commanding Officer
N01	Executive Officer
N00E	Command Master Chief
N00L	Office of the General Counsel
N00A	Executive Assistant
N01A	Protocol
N01E	Evaluation and Review
N01G	Officer-In-Charge NSAND Gaeta
N01J	Staff Judge Advocate
N01P	Public Affairs Officer
NSE JFC	Officer-In-Charge Navy Support Element Joint Forces Command
NSE SHAPE	Officer-In-Charge Navy Support Element Belgium

Religious Ministries

N00R	Religious Ministries Department
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Administration Department

N1	Administrative Officer
N1A	Administrative Leading Chief Petty Officer (LCPO)
N12	Support Service Division
N16	Command Career Counselor
N16A	Professional Development Division
N17	Management Analyst
N19	Security Manager

14 DEC 2020

<u>Code</u>	<u>Title</u>
<u>Operations Department</u>	
N3	Operations Officer
N3A	Assistant Operations Officer
N3E	Operations LCPO
N30	Fire Chief
N31	Operations Admin
N32	Air Operations Officer
N322	Ground Electronics
N323	Base Operations
N324	Material Control Division
N325	Transient Line
N326	Aviation Safety
N32AT	Air Terminal Manager
N37	Emergency Management Officer
N37B	Emergency Operations Center/Dispatch Manager
N371	Emergency Management Division
N372	Dispatch Manager
<u>Security Department</u>	
N34	Security Officer
N34A	Assistant Security Officer
N34E	Senior Enlisted Advisor
N341	Security Administration Division
N342	Anti-Terrorism/Force Protection Division
N343	Security Operations Division
N343A	ASF Coordinator
N344	Physical Security Division
N345	Security Supply Division
N346	Pass and ID Division
N347	Security Training Division
N348	Security Armory Division
N349	Motor Vehicle Registration Office
N34C	Security Command Investigations Division
N34G	Gaeta Security Detachment/Harbor Patrol Unit
N34I	India 7 Division
N34K	Military Working Dog Division
<u>Occupational Safety and Health (OSH)</u>	
N35	OSH/Safety Officer

<u>Code</u>	<u>Title</u>
	<u>Public Works Department (Facilities and Environmental)</u>
N4	Public Works Officer
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	<u>Installation Business Manager/Strategic Plans and Programs Office</u>
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N932	Navy Gateway Inns and Suites
N933	Military Liaison
N934	Resources Division

14 DEC 2020

<u>Code</u>	<u>Title</u>
N935	Personnel Support Division
N9351	Gaeta Housing Branch
N936	Realty Division
N937	Facilities Management Division
N9371	Unaccompanied Housing Division
N9372	Housing Warehouse

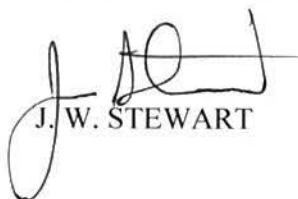
4. Code Usage. Departments and Special Assistants may formulate additional codes to be used internally to more clearly define routing within their organization. Only the codes provided in this instruction will be used on official documents created for external distribution outside the department.

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>.

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